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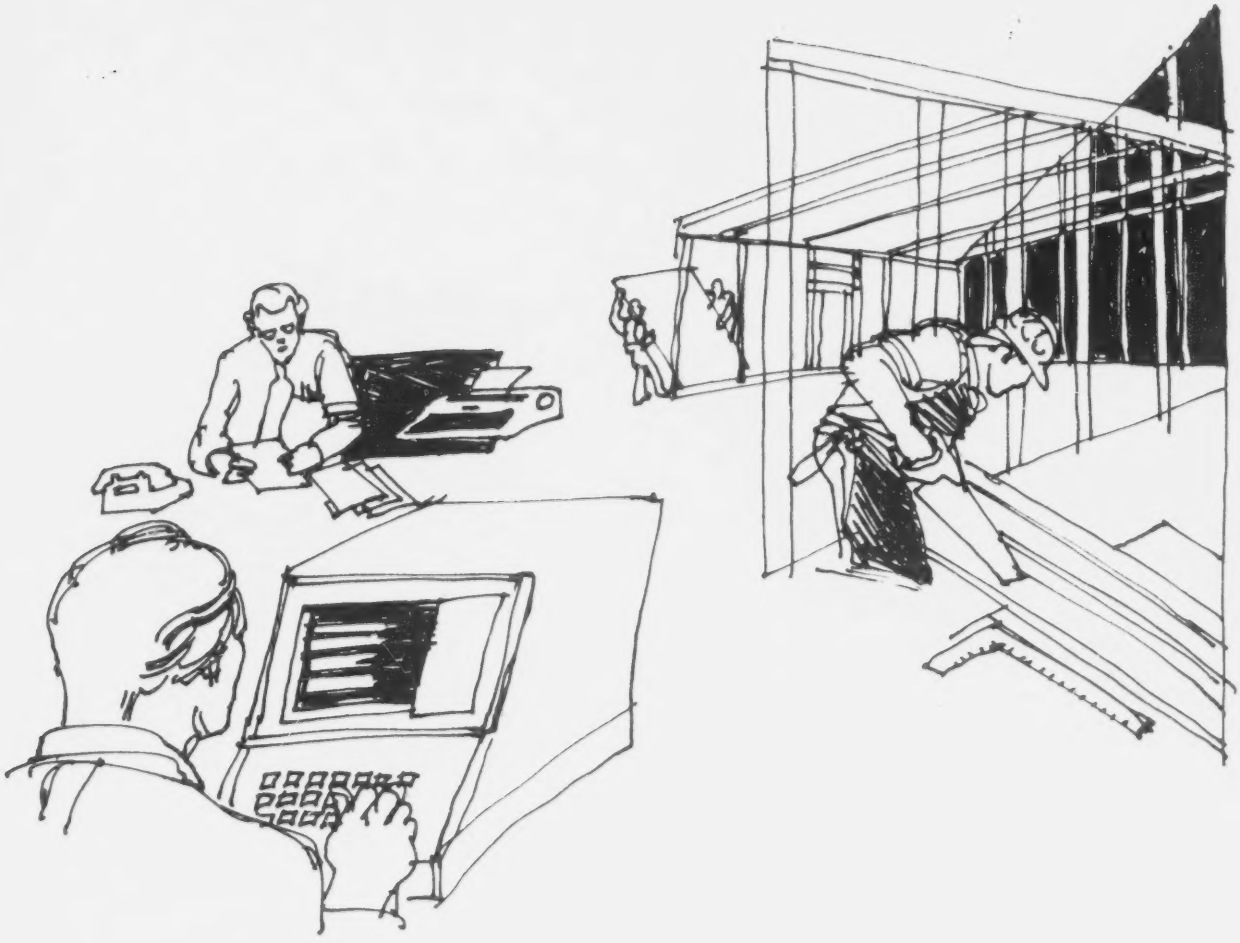
Occupational Employment in Nonmanufacturing



North Carolina

1978

THE EMPLOYMENT SECURITY COMMISSION OF NORTH CAROLINA

JOB SERVICE

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OCCUPATIONAL EMPLOYMENT IN NONMANUFACTURING

NORTH CAROLINA

1978

EMPLOYMENT SECURITY COMMISSION
OF NORTH CAROLINA

J.B. Archer, Chairman

This is a cooperative program involving the Employment Security Commission of North Carolina, the Bureau of Labor Statistics, and the Employment and Training Administration of the U.S. Department of Labor.

January, 1980

A Labor Market Information Publication

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ACKNOWLEDGEMENTS

This publication is the product of a Federal-State cooperative program. Funds for the project were made available by the Employment and Training Administration of the U.S. Department of Labor. Technical assistance was provided by the U.S. Department of Labor, Bureau of Labor Statistics. Computer services were provided by the Data Processing Department of the Employment Security Commission of North Carolina. Data were collected and edited by the Occupational Employment Statistics staff in the Bureau of Employment Security Research. Special thanks go to the 6,400 establishments whose responses to the survey made this report possible.

INTRODUCTION

The manpower planning process has increased the need for information on occupational employment. The Employment and Training Administration and the Bureau of Labor Statistics, both of the U.S. Department of Labor, have developed the Occupational Employment Statistics (OES) Program to help meet these manpower planning needs. The OES Program has three main elements:

1. Periodic surveys of approximately 2,000 occupations by industry.

2. The National/State Industry Occupation Employment Matrix.

3. State and Area Manpower Projections by Industry and Occupation.

This report is the ninth published output of a North Carolina occupational survey and the third based on a survey of nonmanufacturing industries. This publication is based on a survey conducted between July, 1978 and March, 1979 which covered nonmanufacturing industries as defined in the 1972 Standared Industrial Classification Manual (SIC). Establishments engaged in mining, construction, finance, insurance, real estate and services were covered by this survey.

In 1978 there were 517,600 persons employed in surveyed nonmanufacturing industries in North Carolina. This was 22.9 percent of the total nonagricultural wage and salary employment in the state. Chart A shows the relationship of nonmanufacturing employment to the other major divisions of nonagricultural wage and salary employment in the state for 1978.

Chart B shows the average annual nonagricultural wage and salary employment in North Carolina from 1972 to 1978. Chart C shows the average annual employment for nonmanufacturing from 1972 to 1978.

NOTE: Employment data for charts A, B and C are expressed as average annual figures. The information was obtained from the Current Employment Statistics (CES) unit of the Employment Security Commission of North Carolina.

CHART A: NONMANUFACTURING EMPLOYMENT AS COMPARED TO TOTAL NONAGRICULTURAL WAGE AND SALARY EMPLOYMENT 1978

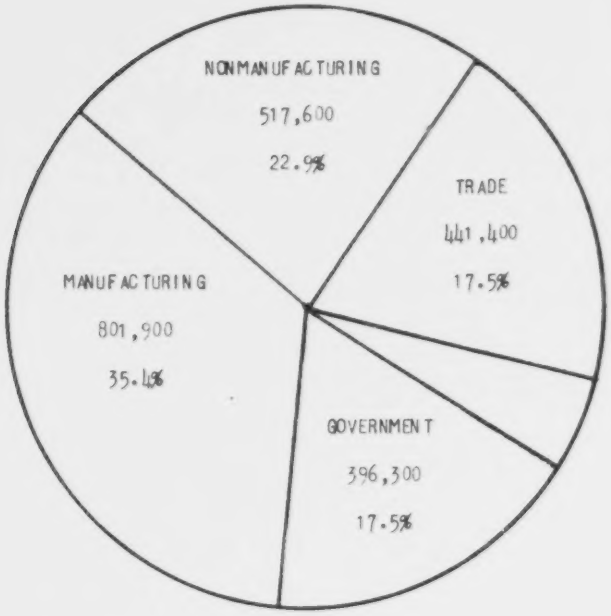


CHART B: NONAGRICULTURAL WAGE AND SALARY EMPLOYMENT

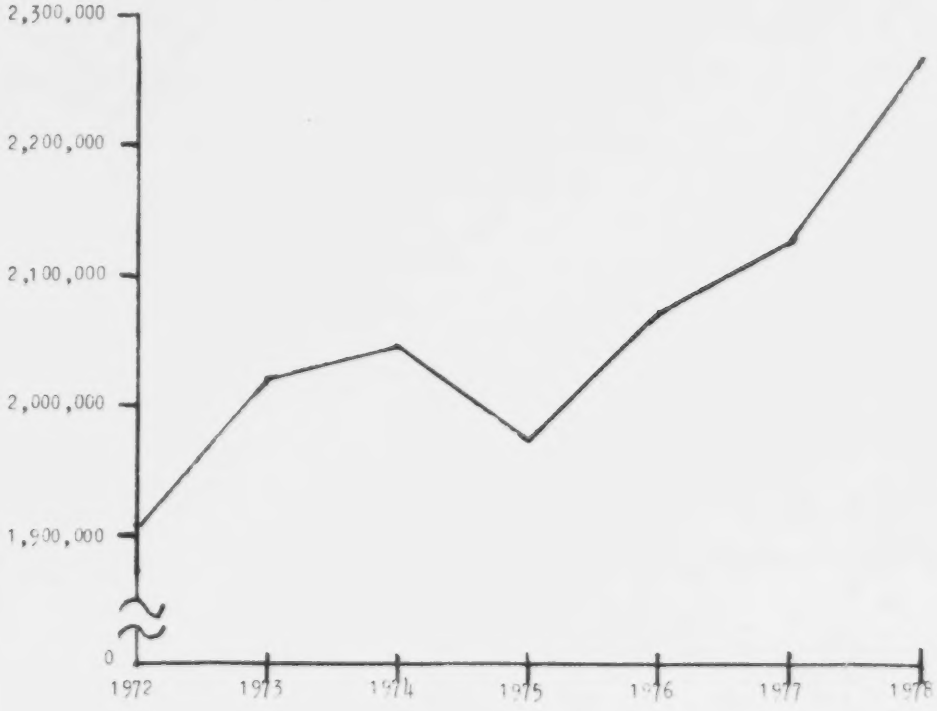
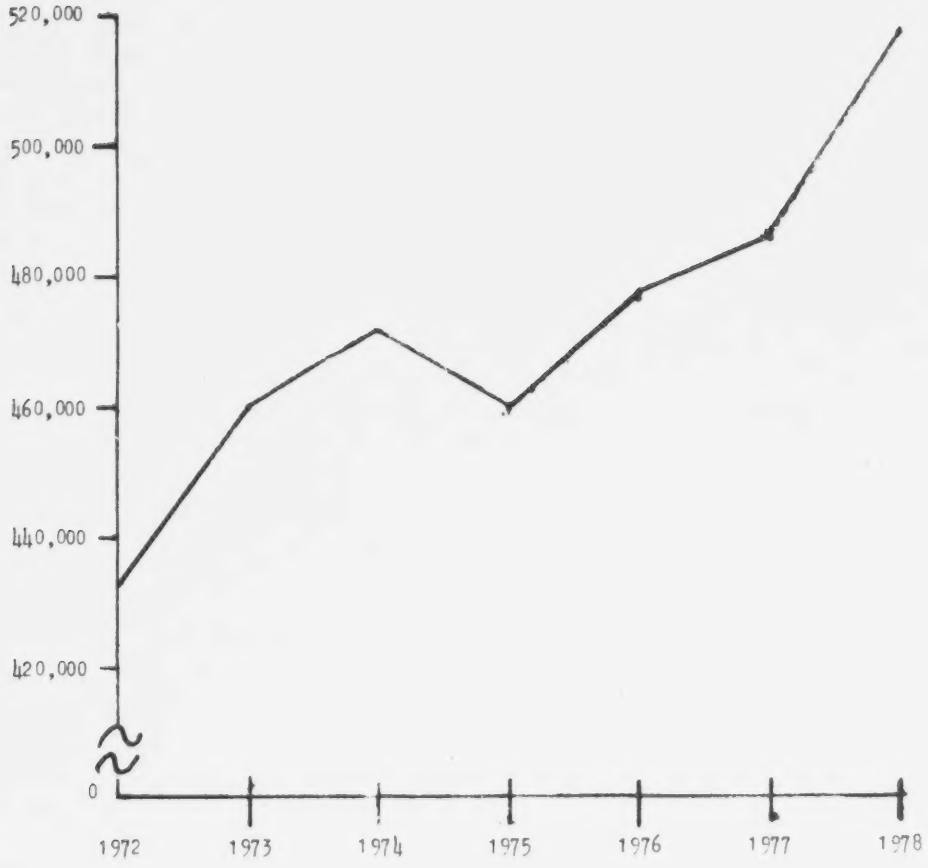


CHART C: NONMANUFACTURING WAGE AND SALARY EMPLOYMENT



METHODOLOGY

A questionnaire was mailed to sampled nonmanufacturing establishments in order to obtain occupational data. The total occupational employment for an industry was then estimated from the responding establishments.

Sample

The sample was drawn using procedures outlined in the OES Survey Operations Manual. Establishments were divided into different size classes by number of employees. All establishments with more than 250 employees were sampled. Establishments in each smaller size class were sampled in proportion to the employment in the size class; however, no establishment with fewer than four employees was sampled. Employment in these establishments was accounted for in the next larger size class. Each unit that was sampled was assigned a weight according to the ratio of units sampled in that size class. For example, when all units in a size class were sampled, the weight was one. When the units were sampled at a ratio of one out of four, the sampled unit was given a weight of four. The weighted establishment then represented itself and three other establishments.

Collection

Data collection began in July, 1978; it ended in March, 1979. Two follow-up mailings, personal visits, or telephone calls were made to those establishments whose response was vital for statistical purposes, to those who had difficulty completing the questionnaire, or to those where clarification of the response was necessary.

Estimates

Data from the questionnaires were keypunched and loaded to tape. The tape was processed using the OES Batch Systems Programs to sort and screen the data. The estimating program sorted the data into size class cells. The weighted employment of each occupation in each cell was then estimated individually and summed across all cells in order to produce the final occupational employment estimate for each industry.

Error

Two types of errors, sampling and non-sampling, can affect the results of a survey. Sampling error is the difference between the estimates developed from data collected from a sample and the data collected from the universe from which the sample was drawn. Sampling error is measurable and is expressed as relative error. The relative error shown in this publication is such that the chances are two out of three that the results of comparable universal data collection would not differ by more than the percentage shown. Non-sampling error can arise from faulty questionnaire design, inability to collect necessary data, inaccuracy of data collected, and ineffective processing techniques. Non-sampling error cannot be measured.

Publication

After the data file had been processed through the OES estimates programs, a computer printout was received which contained the estimated employment for each

occupation, the relative error of the occupational estimate, the percent distribution of the occupational employment, the number of employees reported in each occupation, and the number of establishments which reported each occupation.

Industries were surveyed at the 3 digit SIC level; however, published data are at the 2 digit level of detail. The following exceptions were made to this format. Industry codes 10 and 14 (excluding 147), codes 63 and 64, and codes 65 and 66, were combined to make three tables. For two digit code 80, data for Hospitals, code 806 were excluded. For two digit code 86, data for Religious Organizations, code 866 were excluded. Two digit code 82, Educational Services, will be covered in a separate survey and is not included. These exceptions were made to provide a better grouping of industries with compatible staffing patterns.

Occupational data were not published for industries when the industry employment was less than 1,000. The estimated employment for occupations was rounded to the nearest ten. The estimated employment was put in a residual category when the estimated employment for an occupation was less than 15 or less than 0.05 percent of the total group employment, when the relative error was more than 35 percent, or when an occupation was not reported by at least four establishments. Although they are not published here, the suppressed industry and occupation data will be included in the industry/occupation matrix.

Relative error is not applicable (N.A.) for residual categories, occupational group totals and total employment because it is not additive. The percent distribution was computed on the unrounded employment estimates; therefore, some occupations with the same published estimated employment may not have the same percent distribution. Six major occupational groups are listed for each industry. When there was no reported employment in an occupational group, the estimated employment is listed as zero. When the estimated employment for the occupational group was less than 15, the figure was not published; however, the existence of some employment in the group is indicated by a dash (--).

NOTE: Occasionally the sum of the occupations will not equal the Total Employment or the Occupational Category because of rounding.

SELECTED LIST OF RELEVANT PUBLICATIONS

The following is a partial list of publications that may be helpful to manpower planners. The publications are available from the Employment Security Commission of North Carolina, Bureau of Employment Security Research. A complete list of the Bureau's publications may be found in their Catalog of Publications and Releases.

1. Results of OES surveys of Occupational Employment for industries in
   - A. Trade
   - B. Manufacturing
   - C. Government
   - D. Regulated Industries
   - E. Nonmanufacturing

2. North Carolina Labor Force Estimates by County, Area, and State. A labor force study in which monthly and annual average employment by major industry divisions, and unemployment are shown for the State, each county, and each multi-county labor area for the preceding calendar year.

3. Preliminary Civilian Labor Force Estimates. A monthly report showing preliminary labor force, total employment, total unemployment and unemployment rates for the State and for each of the 100 counties.

4. Active Job Applicants Registered for Work with Employment Security Commission Offices, by applicant's county of residence. A special report prepared upon request depicting the number of actively registered job applicants available for work within a commuting radius of any designated town or industrial site in the State. Report includes a map of the area, total population of the area, and number of high school graduates entering the labor force.

5. Area Labor Market Newsletters. A monthly or bimonthly report for selected labor areas of the State which includes a narrative analysis and supporting statistical data on employment and unemployment trends in the area.

6. Applicants and Nonagricultural Job Openings by Occupation. A quarterly summary report of job applicants and job openings for selected occupations. Report shows number of applicants registered to date during fiscal year and number actively registered at close of month, with a female breakout. Also, shows nonfarm job openings received and filled during fiscal year and number unfilled for 30 days or more.

7. Characteristics of Active Applicants by county. A special report which presents socio-economic data on applicants registered with the Employment Security Commission by applicant's county of residence.

8. North Carolina and Labor Market Area Annual Planning Reports. An annual report which contains detailed labor market data including a definition of the area, economic development and area outlook; population and labor force characteristics and trends; employment developments and outlook by industry and occupation; recent trends in unemployment; estimates of need for manpower services; characteristics of the economically disadvantaged and nondisadvantaged; and barriers to employment of the economically disadvantaged. Contains supportive statistical charts, tables, and maps.

9. Employment Projections to 1982 for

   A. North Carolina
   B. Seven Standard Metropolitan Statistical Areas (SMSA)
   C. Seventeen Planning Regions

   Biennial reports that contain projections of future industrial and occupational employment needs to the year 1982 for the State and the SMSA's and projections of future occupational employment needs to the year 1982 for the Planning Regions. Reports include a narrative analysis and supportive statistical data in tables and charts.

10. State Labor Summary. A monthly report designed to provide an overview of statewide labor market conditions. Includes a narrative analysis and supporting statistical data on current employment and unemployment trends; labor supply and demand relationships; employment and training program activities; labor turnover; hours worked and wages paid.

11. 1979 Wage Rates in Selected Occupations. An annual report giving a statewide breakdown of wage rates by occupation and by industry. Also included are breakdowns by occupation for the seventeen planning regions. Rates are for production and non-production workers in manufacturing industries.

The following is an additional list of publications available through the U.S. Government Printing Office.

1. Standard Industrial Classification Manual, 1972. A classification of establishments by type of activity in which engaged; for the purposes of facilitating the collection, tabulation, presentation, and analysis of data relating to establishments; and for promoting uniformity and comparability in the presentation of statistical data collected by various agencies of the United States Government, State agencies, trade associations, and private research organizations.

2. Dictionary of Occupational Titles, Fourth Edition, 1977. The U.S. Department of Labor, Employment and Training Administration publication contains the country's most comprehensive job descriptions and related information on the 20,000 occupations identified in the United States. Known as the "DOT", the volume groups jobs in a classification structure based on interrelationships of tasks and requirements.

3. Guide for Occupational Exploration. This U.S. Department of Labor, Employment and Training Administration publication groups the thousands of occupations in the world of work by interests and by ability and traits required for successful performance. Descriptive information is provided for each work group to assist the individual in reviewing, understanding, and evaluating his or her own interests and potentials and relating them to pertinent fields of work.

4. Occupational Outlook Handbook, U.S. Department of Labor. A description of more than 850 occupations that include jobs about which young people are most interested in learning, occupations requiring long periods of education or training, and a number of small but growing fields of employment. Each description contains a section on the nature of the work; industrial and/or geographic places of employment; training, other qualifications, and advancement; and prospective job opportunities on a National level.

MINING AND QUARRYING OTHER THAN FUELS AND CHEMICAL AND FERTILIZER MINERALS (SIC 10 and 14 excluding 147)

This group includes establishments primarily engaged in mining or quarrying, developing mines, or exploring for metallic and nonmetallic minerals, except fuels and chemical and fertilizer minerals. This group includes establishments which crush, grind, wash, dry, sinter, or leach ore, or perform gravity separations or flotation operations. Also included are certain well and brine operations.

Over half of the establishments have 19 or fewer employees; however, over a third of the employment is in establishments with 20 to 49 employees. The following table shows the percent distribution of establishments and employment by establishment size in the mining and quarrying group.

Establishment Size	Percent of Establishments	Percent of Employment
19 or fewer employees	54.6	12.5
20-49 employees	30.0	38.1
50-99 employees	11.8	30.7
100 or more employees	3.6	18.7

The following table lists the nine specific occupations in the mining and quarrying group in which the most workers were employed in May of 1978. These occupations accounted for slightly over 52 percent of the group's employment.

Occupation	Estimated Industry Employment	Percent Distribution
Heavy Equipment Operators	370	11.8
Truck Drivers	350	11.2
Managers and Officers	300	9.7
Mine Mill and Grinder Operators	140	4.3
Welders and Flamecutters	130	4.0
Machine Drillers	110	3.4
Supervisors	100	3.2
Trades Helpers	80	2.5
Oilers	70	2.4

MINING AND QUARRYING OTHER THAN FUELS
AND CHEMICAL AND FERTILIZER MINERALS

(SIC 10 and 14 Excluding SIC 147)

MAY, 1978

Occupation	Estimated Employment	Relative Error %	Percent Distribution
Total Employment	3,140	N.A.	100.0
Managers and Officers	300	N.A.	9.7
Professional and Technical Workers	180	N.A.	5.6
Geologists and Geophysists	20	6.7	0.7
Purchasing Agents and Buyers	20	9.1	0.6
Accountants and Auditors	30	7.1	0.9
Other Professional Workers	50	N.A.	1.6
Science Technicians	20	25.8	0.5
Other Technicians	40	N.A.	1.4
Service Workers	20	N.A.	0.7
Maintenance and Production Workers	2,340	N.A.	74.4
Supervisors	100	9.9	3.2
Mechanics and Repairers	180	N.A.	5.7
Automotive Mechanics	40	13.6	1.4
Engineering Equipment Mechanics	50	28.4	1.6
Mine Machinery Mechanics	40	15.9	1.1
Maintenance Mechanics	50	25.7	1.4
Truck Drivers	350	6.4	11.2
Mining and Quarrying Blasters	20	14.3	0.7
Crane, Derrick and Hoist Operators	40	29.6	1.4
Machine Drillers	110	9.3	3.4
Electricians	20	5.6	0.6
Heavy Equipment Operators	370	7.7	11.8
Inspectors	20	17.2	0.7
Underground Loading Machine Operators	50	15.4	1.7
General Utility Maintenance Repairers	60	20.2	1.8
Trades Helpers	80	19.4	2.5
Oilers	70	12.2	2.4
Panelboard and Grinder Operators	50	22.9	1.4
Welders and Flamecutters	130	17.3	4.0
Conveyor Operators and Tenders	60	12.8	1.8
Mine Mill and Grinder Operators	140	10.2	4.3
Other Skilled Workers	70	N.A.	2.1
Other Semiskilled Workers	230	N.A.	7.4
Other Unskilled Workers	190	N.A.	6.1
Clerical Workers	280	N.A.	9.1
Accounting Clerks	40	31.9	1.3
General Office Clerks	50	9.8	1.5
Payroll and Timekeeping Clerks	20	8.3	0.5
Secretaries	60	20.3	1.9
Other Office Clerical Workers	60	N.A.	1.9
Weighers and Record Keepers	40	10.1	1.3
Other Plant Clerical Workers	20	N.A.	0.5
Sales Workers	20	N.A.	0.5

GENERAL BUILDING CONTRACTORS
(SIC 15)

This major group includes general building contractors who are primarily engaged in the construction of residential, farm, industrial, commercial, or other buildings. General contractors who combine a special trade with the contracting are included in this group.

Over 90 percent of the establishments have 19 or fewer employees; almost one-half of the employment is in establishments in this size class. The following table shows the percent distribution of establishments and employment by establishment size in this group.

Establishment Size	Percent of Establishments	Employment
19 or fewer employees	92.2	45.7
20-49 employees	5.3	16.7
50-99 employees	1.6	11.9
100 or more employees	0.9	25.7

The following table lists the ten specific occupations in the general building contractors group in which the most workers were employed in June of 1978. These occupations accounted for slightly over 68 percent of the group's employment.

Occupation	Estimated Industry Employment	Percent Distribution
Carpenters	13,240	31.3
Carpenter Helpers	6,130	14.5
Managers and Officers	4,840	11.4
Supervisors	860	2.0
Secretaries	760	1.8
Bricklayers	670	1.6
Bookkeepers, Hand	670	1.6
General Office Clerks	600	1.4
Maintenance Painters	600	1.4
Plumbers and Pipefitters	570	1.3

GENERAL BUILDING CONTRACTORS

(SIC 15)

JUNE, 1978

	Estimated Employment	Relative Error %	Percent Distribution
Total Employment	42,340	N.A.	100.0
Managers and Officers	4,840	N.A.	11.4
Professional and Technical Workers	950	N.A.	2.3
Purchasing Agents and Buyers	60	31.9	0.1
Accountants and Auditors	110	22.6	0.3
Engineering Cost Estimators	420	12.7	1.0
Other Professional Workers	170	N.A.	0.4
Surveyors	30	21.2	0.1
Other Technicians	170	N.A.	0.4
Service Workers	310	N.A.	0.7
Janitors, Porters, and Cleaners	260	32.8	0.6
Other Service Workers	50	N.A.	0.1
Maintenance and Production Workers	33,260	N.A.	78.5
Supervisors	860	16.3	2.0
Truck Drivers	440	15.1	1.0
Bricklayers	670	18.1	1.6
Carpenters	13,240	5.4	31.3
Cement Masons	330	15.4	0.8
Crane, Derrick and Hoist Operators	60	13.2	0.1
Drywall Applicators	320	31.4	0.8
Electricians	300	12.7	0.7
Heavy Equipment Operators	530	10.2	1.2
Millwrights	300	2.7	0.7
Maintenance Painters	600	20.2	1.4
Plumbers and Pipefitters	570	6.8	1.3
Structural Steel Workers	430	12.3	1.0
Tapers	220	33.3	0.5
Welders and Flamecutters	410	15.7	1.0
Trades Helpers	8,090	N.A.	19.2
Bricklayer Helpers	450	20.7	1.1
Carpenter Helpers	6,130	7.4	14.5
Cement Mason Helpers	130	33.3	0.3
Electrician Helpers	160	5.8	0.4
Plumber and Pipefitter Helpers	280	14.1	0.7
Other Skilled Trades Helpers	940	N.A.	2.2
Other Skilled Workers	1,250	N.A.	3.0
Other Semiskilled Workers	550	N.A.	1.3
Other Unskilled Workers	4,110	N.A.	9.7
Clerical Workers	2,480	N.A.	5.9
Accounting Clerks	60	30.5	0.1
Bookkeepers, Hand	670	11.2	1.6
General Office Clerks	600	13.6	1.4
Payroll and Timekeeping Clerks	80	16.9	0.2
Secretaries	760	10.3	1.8
Typists	40	33.7	0.1
Other Office Clerical Workers	230	N.A.	0.5
Other Plant Clerical Workers	40	N.A.	0.1
Sales Workers	500	N.A.	1.2

HEAVY CONSTRUCTION CONTRACTORS
(SIC 16)

This major group includes general contractors who are engaged in heavy construction of such projects as highways and streets, alleys, bridges, sidewalks, guard rails, parkways, parking areas, airports, bridle paths, athletic fields, viaducts, elevated highways, tunnels, sewers, railroads, irrigation projects, flood control projects, and marine construction. General heavy construction contractors who combine a special trade with the contracting are included in this group.

Over three-fourths of the establishments have 19 or fewer employees; however, almost one-half of the employment is in establishments with 100 or more employees. The following table shows the percent distribution of establishments and employment by establishment size in this group.

Establishment Size	Percent of Establishments	Percent Employment
19 or fewer employees	76.9	18.8
20-49 employees	14.1	19.6
50-99 employees	5.4	16.3
100 or more employees	3.6	45.3

The following table lists the ten specific occupations in the heavy construction group in which the most workers were employed in June of 1978. These occupations accounted for slightly over 58 percent of the group's employment.

Occupation	Estimated Industry Employment	Percent Distribution
Heavy Equipment Operators	4,600	21.7
Truck Drivers	1,840	8.7
Managers and Officers	1,800	8.5
Line installers- Repairers	1,000	4.7
Supervisors	740	3.5
Pipelayers	680	3.2
Carpenters	530	2.5
Cement Masons	400	1.9
Crane, Derrick and Hoist Operators	380	1.8
Carpenter Helpers	350	1.6

HEAVY CONSTRUCTION CONTRACTORS

(SIC 16)

JUNE, 1978

Occupation	Estimated Employment	Relative Error %	Percent Distribution
Total Employment	21,130	N.A.	100.0
Managers and Officers	1,800	N.A.	8.5
Professional and Technical Workers	520	N.A.	2.5
Engineers	150	N.A.	6.9
Civil Engineers	110	19.1	0.5
Safety Engineers	20	11.7	0.1
Other Engineers	20	N.A.	0.1
Purchasing Agents and Buyers	40	13.2	0.2
Accountants and Auditors	70	22.2	0.3
Engineering Cost Estimators	170	13.3	0.8
Personnel and Labor Relations Specialists	20	8.3	0.1
Other Professional Workers	20	N.A.	1.3
Other Technicians	50	N.A.	3.0
Services	90	N.A.	0.5
Janitors, Porters and Cleaners	60	24.2	0.3
Guards and Doorkeepers	30	22.0	0.1
Maintenance and Production Workers	17,610	N.A.	83.3
Supervisors	740	10.2	3.5
Mechanics and Repairers	720	N.A.	3.4
Automotive Mechanics	340	17.0	1.6
Diesel Mechanics	150	20.7	0.7
Engineering Equipment Mechanics	130	13.8	0.6
Other Mechanics and Repairers	100	N.A.	0.4
Truck Drivers	1,840	8.5	8.7
Air Hammer Operators	70	24.6	0.3
Carpenters	530	22.6	2.5
Cement Masons	400	17.2	1.9
Concrete Rubbers	80	30.3	0.4
Conduit Mechanics	110	33.0	0.5
Crane, Derrick and Hoist Operators	380	19.9	1.8
Machine Drillers	60	22.8	0.3
Fine Graders	70	33.8	0.3
Metal Road Form Setters	30	16.0	0.1
Form Tampers and Tamping Machine Operators	20	30.9	0.1
Heavy Equipment Operators	4,600	6.3	21.7
Line Installers-Repairers	1,000	24.2	4.7
Maintenance Repairers	40	23.2	0.2
Oilers	100	25.7	0.5
Pipelayers	680	18.1	3.2
Welders and Flamecutters	160	25.1	0.8
Asphalt Mixing Machine Operators	20	18.8	0.1
Asphalt Plant Operators	40	9.3	0.2
Asphalt Rakers	110	11.1	0.5
Trades Helpers	1,000	N.A.	4.7
Carpenter Helpers	350	23.7	1.6
Cement Mason Helpers	140	23.6	0.7
Other Skilled Trades Helpers	510	N.A.	2.4
Other Skilled Workers	730	N.A.	3.5
Other Semiskilled Workers	190	N.A.	8.8
Other Unskilled Workers	3,900	N.A.	18.5

HEAVY CONSTRUCTION CONTRACTORS

(SIC 16)

JUNE, 1978

(Continued)

	Estimated Employment	Relative Error %	Percent Distribution
Clerical Workers	1,070	N.A.	5.1
Clerical Supervisors	20	27.3	0.1
Keypunch Operators	20	15.1	0.1
Accounting Clerks	70	9.6	0.3
Bookkeepers, Hand	140	19.9	0.7
General Office Clerks	260	18.5	1.2
Payroll and Timekeeping Clerks	160	15.1	0.7
Personnel Clerks	20	17.6	0.1
Receptionists	20	22.1	0.1
Secretaries	240	14.0	1.1
Switchboard Operators - Receptionists	20	9.5	0.1
Other Office Clerical Workers	70	N.A.	0.4
Stockroom Stock Clerks	20	27.5	0.1
Other Plant Clerical Workers	30	N.A.	0.2
Sales Workers	40	N.A.	0.2

SPECIAL TRADE CONTRACTORS
(SIC 17)

This group includes contractors who are engaged in specialized activities such as plumbing, painting, plastering, carpentering, roofing, water well drilling, concrete work, electrical work, etc. Establishments primarily engaged in miscellaneous specialized construction activities such as erection of structural steel, glass and glazing work, excavation, demolition, installation of building equipment, house moving, etc. are also included.

Special trade contractors may work on subcontract from the general contractor doing only part of the work covered by the general contract, or they may work directly for the owner. Special trade contractors for the most part perform their work at the job site, although they also may have shops where they perform work incidental to the job.

Over 90 percent of the establishments have 19 or fewer employees, and almost 58 percent of the employment is in this size class. The following table shows the percent distribution of establishments and employment by establishment size in this group.

Establishment Size	Percent of Establishments	Percent of Employment
19 or fewer employees	92.9	57.8
20-49 employees	5.4	20.9
50-99 employees	1.1	9.9
100 or more employees	0.6	11.4

The following table lists the ten specific occupations in the special trade contractors group which employed the most workers in June of 1978. These occupations accounted for 51.5 percent of the group's employment.

Occupation	Estimated Industry Employment	Percent Distribution
Managers and Officers	5,080	8.7
Electricians	4,860	8.3
Bricklayers	3,340	5.7
Sheetmetal Workers	3,000	5.1
Bricklayer Helpers	2,950	5.1
Maintenance Painters	2,940	5.0
Electrician Helpers	2,560	4.4
Refrigeration and Air Conditioning Mechanics	1,950	3.3
Heavy Equipment Operators	1,740	3.0
Roofers	1,710	2.9

SPECIAL TRADE CONTRACTORS

(SIC 17)

JUNE, 1978

Occupation	Estimated Employment	Relative Error %	Percent Distribution
Total Employment	58,310	N.A.	100.0
Managers and Officers	5,080	N.A.	8.7
Professional and Technical Workers	1,400	N.A.	2.4
Civil Engineers	140	27.4	0.2
Mechanical Engineers	140	17.8	0.2
Purchasing Agents and Buyers	50	31.3	0.1
Accountants and Auditors	190	14.6	0.3
Engineering Cost Estimators	620	7.8	1.1
Drafters	130	13.6	0.2
Other Professional and Technical Workers	140	N.A.	0.2
Service Workers	210	N.A.	0.4
Maintenance and Production Workers	47,360	N.A.	81.2
Supervisors	560	9.4	1.0
Mechanics and Repairers	2,670	N.A.	4.6
Automotive Mechanics	40	22.2	0.1
Diesel Mechanics	50	30.0	0.1
Maintenance Mechanics	600	19.7	1.0
Refrigeration and Air Conditioning Mechanics	1,950	10.9	3.3
Other Mechanics and Repairers	40	N.A.	0.1
Truck Drivers	820	12.1	1.4
Asbestos and Insulation Workers	850	24.3	1.5
Bricklayers	3,340	7.0	5.7
Carpet Cutters and Layers	150	18.9	0.3
Carpenters	1,670	6.7	2.9
Cement Masons	740	11.1	1.3
Concrete Mixer Operators	80	28.0	0.1
Crane, Derrick and Hoist Operators	120	29.5	0.2
Electricians	4,860	4.4	8.3
Floor Sanding Machine Operators	70	25.1	0.1
Furnace Installers and Repairers	430	25.2	0.7
Glaziers	420	30.0	0.7
Heavy Equipment Operators	1,740	12.3	3.0
Lathers	160	33.9	0.3
Metal Fabricators	310	23.9	0.5
Maintenance Painters	2,940	3.4	5.0
Paperhangers	100	23.7	0.2
Plasterers	210	24.6	0.4
Plumbers and Pipefitters	3,150	7.1	5.4
Roofers	1,710	5.6	2.9
Sheet Metal Workers	3,000	7.7	5.1
Tapers	440	18.7	0.8
Tile Setters	280	21.1	0.5
Welders and Flamecutters	600	29.7	1.0
Ceiling Tile Installers and Floor Layers	450	18.5	0.8

SPECIAL TRADE CONTRACTORS

(SIC 17)

JUNE, 1978
(Continued)

Occupation	Estimated Employment	Relative Error %	Percent Distribution
Trades Helpers	11,690	N.A.	20.2
Asbestos and Insullation Helpers	410	26.2	0.7
Bricklayer Helpers	2,950	7.1	5.1
Carpenter Helpers	560	11.4	1.0
Cement Mason Helpers	470	17.1	0.8
Electrician Helpers	2,560	7.0	4.4
Painter Helpers	320	11.5	0.5
Plasterer Helpers	180	25.0	0.3
Plumber and Pipefitter Helpers	2,010	9.4	3.5
Roofer Helpers	1,270	7.3	2.2
Tile Setter Helpers	220	29.4	0.4
Other Skilled Trades Helpers	740	N.A.	1.3
Other Skilled Workers	1,400	N.A	2.4
Other Semiskilled Workers	860	N.A.	1.5
Other Unskilled Workers	1,560	N.A.	2.7
Clerical Workers	3,730	N.A.	6.4
Bookkeeping and Billing Machine Operators	60	20.8	0.1
Bookkeepers, Hand	710	7.8	1.2
General Office Clerks	1,420	6.1	2.4
Payroll and Timekeeping Clerks	320	12.1	0.5
Secretaries	1,060	6.6	1.8
Other Office Clerical Workers	130	N.A.	0.2
Stock Clerks, Stockroom and Warehouse	30	23.1	0.0
Other Plant Clerical Workers	20	N.A.	0.0
Sales Workers	530	N.A.	0.9

BANKING AND CREDIT AGENCIES OTHER THAN BANKS
(SIC 60 and 61)

This group includes establishments which are engaged primarily as banks, trust companies, savings and loan associations, and building and loan associations. These establishments have some but not all of the following characteristics. They accept deposits from banks of deposits, or deposits from the public. They extend credit through loans and investments to the public. They extend credit to business enterprises. They are chartered by the State or by the Federal government. They are members of the Federal Reserve System. They are insured by the Federal Deposit Insurance Corporation. They are members of the Federal Home Loan Bank System. They are insured by the Federal Savings and Loan Insurance Corporation.

Although over 70 percent of the establishments have 19 or fewer employees, nearly 50 percent of the employment is in establishments with 100 or more employees. The following table shows the percent distribution of establishments and employment by establishment size in the banking and credit agencies group.

Establishment Size	Percent of Establishments	Percent of Employment
19 or fewer employees	71.5	16.6
20-49 employees	17.7	20.6
50-99 employees	6.4	16.3
100 or more employees	4.4	46.5

The following table lists the ten specific occupations in the bank and credit agency group in which the most workers were employed in May of 1978. These occupations accounted for over 73 percent of the group's total employment.

Occupation	Estimated Industry Employment	Percent Distribution
Managers and Officers	8,760	22.6
Tellers	8,430	21.8
General Office Clerks	2,240	5.8
Secretaries	1,740	4.5
Credit Clerks	1,570	4.1
Clerical Supervisors	1,440	3.7
Collectors	1,400	3.6
New Accounts Tellers	1,270	3.3
Accounting Clerks	980	2.5
Janitors, Porters, and Cleaners	750	1.9

BANKS AND CREDIT AGENCIES OTHER THAN BANKS

(SIC 60 and 61)

MAY, 1978

Occupation	Estimated Employment	Relative Error %	Percent Distribution
Total Employment	38,740	N.A.	100.0
Managers and Officers	8,760	N.A.	22.6
Professional and Technical Workers	1,610	N.A.	4.2
Financial Analysts	30	21.0	0.1
EDP Systems Analysts	70	14.3	0.2
Purchasing Agents and Buyers	20	16.3	0.1
Accountants and Auditors	280	11.6	0.7
Chief Credit Analysts	170	16.8	0.4
Credit Analysts	430	14.4	1.1
Lawyers	20	25.5	0.1
Personnel and Labor Relations Specialists	100	9.2	0.3
Public Relations Practitioners	80	13.9	0.2
Real Estate Appraisers	150	6.2	0.4
Other Professional Workers	120	N.A.	0.3
Computer Programmers	140	18.5	0.4
Service Workers	850	N.A.	2.2
Janitors, Porters and Cleaners	750	8.6	1.9
Guards and Doorkeepers	70	9.2	0.2
Food Service Workers	30	7.4	0.1
Maintenance and Production Workers	140	N.A.	0.4
Maintenance Repairers	50	24.8	0.1
Other Skilled Workers	40	N.A.	0.1
Other Semiskilled Workers	50	N.A.	0.1
Clerical Workers	27,070	N.A.	69.9
Clerical Supervisors	1,440	7.7	3.7
Office Machine Operators	1,500	N.A.	2.9
Bookkeeping and Billing Machine Operators	150	20.6	0.4
Computer Operators	140	14.2	0.4
Keypunch Operators	230	6.5	0.6
Peripheral EDP Equipment Operators	50	7.4	0.1
Proofing Machine Operators	730	8.0	1.9
Coin Machine Operators and Currency Sorters	30	19.5	0.1
Other Office Machine Operators	170	N.A.	0.4
Stenographers	230	14.7	0.6
Accounting Clerks	980	7.2	2.5
Bookkeepers, Hand	440	18.0	1.1
Adjustment Clerks	160	19.3	0.4
Cashiers	730	13.4	1.9
Checking Clerks, Bank Records	230	14.8	0.6
Collectors	1,400	7.7	3.6
Credit Reporters	20	24.5	0.1
File Clerks	360	19.0	0.9
Insurance Clerks	140	16.2	0.4
General Office Clerks	2,240	7.4	5.8

BANKS AND CREDIT AGENCIES OTHER THAN BANKS

(SIC 60 and 61)

MAY, 1978

Occupation	Estimated Employment	Relative Error %	Percent Distribution
Mail Clerks	120	13.1	0.3
Bank Messengers	40	21.8	0.1
New-Accounts Tellers	1,270	7.3	3.3
Payroll and Timekeeping Clerks	40	20.2	0.1
Personnel Clerks	90	11.5	0.2
Receptionists	120	20.7	0.3
Safe Deposit Clerks	160	24.5	0.4
Secretaries	1,740	6.4	4.5
Statement Clerks	450	18.2	1.2
Statistical Clerks	20	10.2	0.1
Switchboard Operators	140	18.1	0.4
Switchboard Operators/Receptionists	260	18.4	0.7
Messengers	200	13.1	0.5
Tellers	8,430	2.5	21.8
Transit Clerks	190	13.3	0.5
Typists	180	11.0	0.5
Credit Clerks	1,570	7.3	4.1
Mortgage Closing Clerks	460	8.5	1.2
Bank Sorting Clerks	60	13.6	0.2
Loan Closers	740	10.3	1.9
Other Office Clerical Workers	870	N.A.	2.2
Stock Clerks, Storeroom and Warehouse	20	20.0	0.1
Other Plant Clerical Workers	30	N.A.	0.1
Sales Workers	310	N.A.	0.8
Sales Representatives, Agents, and Associates	310	15.1	0.8

SECURITY AND COMMODITY BROKERS, DEALERS, EXCHANGES, AND SERVICES (SIC 62)

This major group includes establishments engaged in the underwriting, purchase, sale, or brokerage of securities and other financial contracts on their own account or for the account of others. Exchanges, exchange clearinghouses and other services allied with the exchange of securities and commodities are also included.

The employment in this group is distributed relatively evenly in the four size classes; however, over 80 percent of the establishments have 19 or fewer employees. The following table shows the percent distribution of establishments and employment by establishment size in this group.

Establishment Size	Percent of Establishments	Percent of Employment
19 or fewer employees	83.2	23.1
20-49 employees	10.9	27.2
50-99 employees	3.9	23.2
100 or more employees	2.0	26.5

The following table lists the five specific occupations in the Security and Commodity Services group with the most workers in June of 1978. These specific occupations accounted for nearly 59 percent of the group's total employment.

Occupation	Estimated Industry Employment	Percent Distribution
Managers and Officers	690	22.4
Sales Agents, Securities	510	16.5
Secretaries	330	10.8
General Office Clerks	160	5.2
Accounting Clerks	120	3.8

SECURITY AND COMMODITY BROKERS, DEALERS, EXCHANGES, AND SERVICES

(SIC 62)

JUNE, 1978

Occupation	Estimated Employment	Relative Error %	Percent Distribution
Total Employment	3,080	N.A.	100.0
Managers and Officers	690	N.A.	22.4
Professional and Technical Workers	440	N.A.	14.3
Broker's Floor Representatives, Securities Traders, and/or Securities Specialists	90	32.0	2.9
Other Professional Workers	320	N.A.	10.4
Other Technical Workers	30	N.A.	1.0
Service Workers	30	N.A.	1.0
Maintenance and Production Workers	20	N.A.	0.6
Clerical Workers	1,310	N.A.	42.5
Clerical Supervisors	70	30.0	2.2
Office Machine Operators	160	N.A.	5.2
Computer Operators	30	27.6	1.1
Keypunch Operators	60	24.4	1.8
Other Office Machine Operators	70	N.A.	2.3
Accounting Clerks	120	14.4	3.8
Bookkeepers, hand	40	27.8	1.1
Brokerage Clerks	50	11.4	1.7
Cashiers	30	24.0	1.0
General Office Clerks	160	20.7	5.2
Securities Cashiers, Exchange	20	23.5	0.6
Margin Clerks	30	26.7	1.0
Receptionists	20	28.8	0.6
Secretaries	330	5.4	10.8
Switchboard Operators/Receptionists	30	16.1	1.0
Typists	30	22.2	1.1
Other Office Clerical Workers	190	N.A.	6.2
Other Plant Clerical Workers	30	N.A.	1.1
Sales Workers	590	N.A.	19.2
Sales Agents, Securities	510	6.7	16.5
Other Sales Workers	80	N.A.	2.6

INSURANCE AGENTS, BROKERS, AND SERVICE
(SIC 63 and 64)

This group includes insurance carriers who are engaged in underwriting life, accident and health, medical, fire, marine, casualty, financial responsibility insurance; as well as insurance to protect the owner of real estate, lenders of money, bank deposits, shares in savings and loan associations, and establishments primarily engaged in managing pension, retirement, health, and welfare funds. This group also includes agents and brokers dealing in insurance, and also organizations offering services to insurance companies and to policyholders.

Although 90 percent of the establishments have 19 or fewer employees, the larger portion of the employment is in the 100 or more employees size class. The following table shows the percent distribution of establishments and employment by establishment size in the insurance and insurance agents, brokers, and service group.

Establishment Size	Percent of Establishments	Percent of Employment
19 or fewer employees	90.7	30.6
20-49 employees	5.9	13.9
50-99 employees	1.7	10.3
100 or more employees	1.7	45.2

The following table lists the ten specific occupations in the insurance service group in which the most workers were employed as of May, 1978. These occupations accounted for 73.2 percent of this group's total employment.

Occupation	Estimated Industry Employment	Percent Distribution
Managers and Officers	4,560	16.5
Sales Agents, Insurance	4,380	15.9
General Office Clerks	2,360	8.6
Secretaries	1,460	7.6
Underwriters	1,430	5.2
Raters	1,330	4.8
Claims Adjusters	1,110	4.0
File Clerks	1,050	3.8
Typists	1,020	3.7
Clerical Supervisors	840	3.1

INSURANCE AGENTS, BROKERS, AND SERVICE

(SIC 63, 64)

MAY, 1978

Occupation	Estimated Employment	Relative Error %	Percent Distribution
Total Employment	27,580	N.A.	100.0
Managers and Officers	4,560	N.A.	16.5
Professional and Technical Workers	3,540	N.A.	12.8
Engineers	60	30.8	0.2
Actuaries	70	6.9	0.2
EDP Systems Analysts	120	17.4	0.4
Accountants and Auditors	210	7.0	0.8
Hospital Insurance Representatives	20	0.0	0.1
Insurance Investigators	130	34.5	0.5
Lawyers	30	3.7	0.1
Personnel and Labor Relations Specialists	40	9.9	0.2
Public Relations Practitioners	20	11.1	0.1
Safety Inspectors	70	24.2	0.3
Special Insurance Agents	420	11.3	1.5
Insurance Claims Examiners	280	13.4	1.0
Building Inspectors, Fire Insurance	70	24.4	0.2
Underwriters	1,430	9.4	5.2
Other Professional Workers	380	N.A.	1.3
Computer Programmers	150	7.7	0.5
Other Technical Workers	40	N.A.	0.2
Service Workers	350	N.A.	1.3
Janitors, Porters, and Cleaners	240	N.A.	0.9
Maids	100	28.0	0.5
Other Janitors, Porters, and Cleaners	140	N.A.	0.4
Food Service Workers	30	3.1	0.1
Other Service Workers	80	N.A.	0.4
Maintenance and Production Workers	120	N.A.	0.4
Maintenance Repairers, General Utility	30	25.9	0.1
Other Skilled Workers	70	N.A.	0.2
Other Unskilled Workers	20	N.A.	0.1
Clerical Workers	14,520	N.A.	52.6
Clerical Supervisors	840	6.7	3.1
Office Machine Operators	740	N.A.	2.6
Bookkeeping and Billing Machine Operators	110	19.6	0.4
Computer Operators	120	12.3	0.4
Keypunch Operators	340	8.2	1.2
Duplicating Machine Operators	70	16.3	0.3
Other Office Machine Operators	100	N.A.	0.3
Stenographers	180	11.9	0.7
Accounting Clerks	460	6.6	1.7
Acturial Clerks	60	3.9	0.2
Bookkeepers, Hand	270	11.1	1.0
Cancellation Clerks	20	28.3	0.1
Cashiers	260	11.6	0.9
Claim Adjusters	1,110	10.4	4.0

INSURANCE AGENTS, BROKERS, AND SERVICE

(SIC 63, 64)

MAY, 1978
(Continued)

Occupation	Estimated Employment	Relative Error %	Percent Distribution
Claims Clerks	730	9.3	2.6
Correspondence Clerks	130	9.1	0.5
File Clerks	1,050	3.9	3.8
General Office Clerks	2,360	5.1	8.6
Mail Clerks	190	7.3	0.7
Payroll and Timekeeping Clerks	40	10.5	0.1
Personnel Clerks	40	12.1	0.2
Policy-Change Clerks	410	17.2	1.5
Raters	1,330	7.5	4.8
Receptionists	110	19.1	0.4
Secretaries	1,460	7.6	5.3
Statistical Clerks	20	25.8	0.1
Switchboard Operators	30	21.3	0.1
Switchboard Operators/Receptionists	140	10.3	0.5
Typists	1,020	7.9	3.7
Worksheet Clerks	220	26.5	0.8
Insurance Checkers	140	23.4	0.5
Claims Examiners, Life	480	12.1	1.7
Other Office Clerical Workers	600	N.A.	1.9
Stock Clerks, Storeroom and Warehouse	50	10.0	0.2
Other Plant Clerical Workers	30	N.A.	0.1
Sales Workers	4,490	N.A.	16.3
Sales Agents, Insurance	4,380	3.8	15.9
Other Sales Workers	110	N.A.	10.4

REAL ESTATE AND COMBINATIONS OF REAL ESTATE, INSURANCE, LOANS, LAW OFFICES (SIC 65 and 66)

This group includes real estate operators, and owners and lessors of real property, as well as buyers, sellers, developers, agents, and brokers. Also included are establishments that do not have a predominant nature of business, generally small in size, which are regularly engaged in any combination of real estate, insurance, loans, or the practice of law.

Over 95 percent of the establishments have 19 or fewer employees; almost two-thirds of the employment is also in this size class. The following table shows the percent distribution of establishments and employment by establishment size in this group.

Establishment Size	Percent of Establishments	Percent of Employment
19 or fewer employees	95.5	61.3
20-49 employees	3.3	18.4
50-99 employees	0.9	11.7
100 or more employees	0.3	8.6

The following table lists the ten specific occupations in this major group. These occupations accounted for 68.3 percent of the total employment in May of 1978.

Occupation	Estimated Industry Employment	Percent Distribution
Managers and Officers	2,690	18.3
Maintenance Repairs, General Utility	1,500	10.2
Gardeners and Groundskeepers	1,130	7.7
Maids	1,100	7.4
Sales Agents, Real Estate	720	4.9
Food Service Workers	720	4.9
Secretaries	690	4.7
General Office Clerks	650	4.4
Real Estate Brokers	460	3.1
Carpenters	400	2.7

REAL ESTATE AND COMBINATIONS OF REAL ESTATE, INSURANCE, LOANS, AND LAW OFFICES

(SIC 65 and 66)

MAY, 1978

Occupation	Estimated Employment	Relative Error %	Percent Distribution
Total Employment	14,730	N.A.	100.0
Managers and Officers	2,690	5.5	18.3
Professional and Technical Workers	360	N.A.	2.4
Accountants and Auditors	60	21.8	0.4
Other Professional Workers	280	N.A.	1.9
Other Technical Workers	20	N.A.	0.1
Service Workers	3,280	N.A.	22.3
Service Supervisors	210	15.9	1.4
Janitors, Porters, and Cleaners	1,760	N.A.	11.9
Maids	1,100	17.4	7.4
Other Janitors, Porters, and Cleaners	660	N.A.	4.5
Guards and Doorkeepers	390	15.7	2.7
Food Service Workers	720	20.8	4.9
Other Service Workers	200	N.A.	1.4
Maintenance and Production Workers	4,050	N.A.	27.5
Carpenters	400	18.7	2.7
Maintenance Repairers, General Utility	1,500	10.9	10.2
Trades Helpers	230	24.1	1.6
Maintenance Painters	250	15.3	1.7
Gardeners and Groundskeepers	1,130	9.7	7.7
Other Skilled Workers	290	N.A.	2.0
Other Semiskilled Workers	60	N.A.	0.4
Other Unskilled Workers	190	N.A.	1.3
Clerical Workers	2,900	N.A.	19.7
Stenographers	40	20.0	0.3
Accounting Clerks	160	14.4	1.1
Bookkeepers, Hand	390	8.5	2.7
Cashiers	110	31.1	0.7
Insurance Clerks	20	33.9	0.1
General Office Clerks	650	10.9	4.4
Real Estate Clerks	240	23.7	1.6
Receptionists	140	15.1	0.9
Secretaries	690	7.9	4.7
Switchboard Operators/Receptionists	180	22.8	1.2
Typists	70	18.5	0.4
Other Office Clerical Workers	180	N.A.	1.2
Other Plant Clerical Workers	30	N.A.	0.2
Sales Workers	1,450	N.A.	9.8
Real Estate Brokers	460	23.6	3.1
Sales Agents, Real Estate	720	13.4	4.9
Sales Agents, Insurance	70	7.0	0.5
Other Sales Agents	200	N.A.	1.2

HOTELS, ROOMING HOUSES, CAMPS, AND OTHER LODGING PLACES (SIC 70)

This major group includes establishments known to the public as hotels, motor-hotels, motels, tourist courts, rooming and boarding houses, and trailering parks and camp sites for transients. These establishments are engaged in furnishing lodging, or lodging and meals, or camping spaces, or camping facilities, on a fee basis.

Although the employment in this group is distributed relatively evenly in the four size classes, nearly three-fourths of the establishments have 19 or fewer employees. The following table shows the percent distribution of establishments and employment by establishment size in the hotels, rooming houses, camps, and other lodging places group.

Establishment Size	Percent of Establishments	Percent of Employment
19 or fewer employees	74.7	23.7
20-49 employees	14.9	24.1
50-99 employees	8.0	27.9
100 or more employees	2.4	24.3

The following table lists the ten specific occupations that employed the most workers in the lodging group in May of 1978. These occupations accounted for nearly 75 percent of the group's total employment.

Occupation	Estimated Industry Employment	Distribution
Maids	5,380	27.7
Desk Clerks	2,250	11.6
Waiters and Waitresses	2,150	11.1
Managers and Officers	1,420	7.3
Kitchen Helpers	950	4.9
Cooks, Restaurant	780	4.0
Group Recreation Workers	570	2.9
Housekeepers	430	2.2
Maintenance Repairers	430	2.2
Laundry Operators, Small Establishments	330	1.7

HOTELS, ROOMING HOUSES, CAMPS, AND OTHER LODGING PLACES

(SIC 70)

JUNE, 1978

Occupation	Estimated Employment	Relative Error %	Percent Distribution
Total Employment	19,410	N.A.	100.0
Managers and Officers	1,420	N.A.	7.3
Professional and Technical Workers	800	N.A.	4.1
Accountants and Auditors	110	29.0	0.5
Professional Nurses	30	13.4	0.1
Group Recreation Workers	570	2.9	2.9
Other Professional Workers	80	N.A.	0.4
Other Technical Workers	10	N.A.	0.1
Service Workers	12,230	N.A.	63.0
Service Supervisors	50	21.6	0.3
Maids	5,380	6.1	27.7
House Cleaners	210	14.1	1.1
Janitors, Porters, and Cleaners	260	19.4	1.4
Guards and Doorkeepers	120	27.6	1.0
Food Service Workers	5,110	N.A.	26.3
Bakers, Bread/Pastry	20	33.3	0.1
Bartenders	190	27.1	1.0
Dining Room Attendants	300	14.4	1.6
Host/Hostesses Restaurant	290	14.2	1.5
Kitchen Helpers	950	10.7	4.9
Waiters and Waitresses	2,150	9.9	11.1
Counter Attendents, Lunchroom	70	6.5	0.4
Short Order Cooks	190	31.7	1.0
Cooks, Restaurant	780	16.0	4.0
Pantry, Sandwich and/or Coffee Makers	100	21.0	0.5
Other Food Service Workers	70	N.A.	0.3
Bellhops, Porters, and Doorkeepers	280	14.2	1.4
Housekeepers	430	14.7	2.2
Recreation Facility Attendants	130	33.3	0.7
Lifeguards	50	23.1	0.3
Other Service Workers	210	N.A.	1.1
Maintenance and Production Workers	1,520	N.A.	7.8
Supervisors	20	26.5	0.1
Other Mechanics and Repairers	40	N.A.	0.2
Washers, Machine and Starchers	110	22.7	0.6
Laundry Operators, Small Establishment	330	17.8	1.7
Maintenance Repairers	430	16.2	2.2
Trades Helpers	30	26.7	0.1
Plumbers and Pipefitters	20	23.6	0.1
Gardeners and Groundskeepers	270	22.4	1.4
Other Skilled Craft Workers	60	N.A.	0.3
Other Semiskilled Workers	60	N.A.	0.3
Other Unskilled Workers	150	N.A.	0.8

HOTELS, ROOMING HOUSES, CAMPS, AND OTHER LODGING PLACES

(SIC 70)

JUNE, 1978
(Continued)

Occupation	Estimated Employment	Relative Error %	Percent Distribution
Clerical Workers	3,300	N.A.	17.0
Bookkeepers, Hand	200	12.6	1.0
Cashiers	240	17.9	1.2
General Office Clerks	140	23.7	0.7
Desk Clerks	2,250	7.6	11.6
Secretaries	170	12.4	0.9
Switchboard Operators	60	23.3	0.3
Travel Clerks	20	10.5	0.1
Other Office Clerical Workers	180	N.A.	0.9
Other Plant Clerical Workers	40	N.A.	0.2
Sales Workers	140	N.A.	0.7
Sales Representatives	70	19.5	0.4
Sales Clerks	70	32.4	0.3

PERSONAL SERVICES
(SIC 72)

This major group includes establishments primarily engaged in providing services involving the care of the person or his apparel, such as laundries, dry cleaners, linen supply plants, diaper service operations, carpet and upholstery cleaners, hand laundries, fur storage, portrait photographers, beauty and barber shops, shoe repair and hat cleaning shops, funeral service and crematories, steam baths, reducing salons and health clubs, costume rentals, and tattoo parlors.

Over 95 percent of the establishments in this group have 19 or fewer employees; nearly 60 percent of the employment is in this size class. The following table shows the percent distribution of establishments and employment by establishment size in the personal services group.

Establishment Size	Percent of Establishments	Percent of Employment
19 or fewer employees	95.4	58.9
20-49 employees	3.3	16.0
50-99 employees	0.8	8.4
100 or more employees	0.5	16.7

The following table lists the ten specific occupations that employed the most workers in the personal services group in May of 1978. These occupations accounted for nearly 63 percent of the groups total employment.

Occupation	Estimated Industry Employment	Percent Distribution
Cosmetologists and Hairstylists	4,640	20.3
Managers and Officers	2,650	11.6
Counter Clerks	1,500	6.5
Laundry Pressers, Machine	1,420	6.2
Delivery and Route Workers	970	4.2
Machine Pressers	940	4.1
Barbers	720	3.2
General Office Clerks	610	2.7
Funeral Attendants	520	2.3
Laundry Folders	490	2.1

PERSONAL SERVICES

(SIC 72)

JUNE, 1978

Occupation	Estimated Employment	Relative Error %	Percent Distribution
Total Employment	23,190	N.A.	100.0
Managers and Officers	2,650	N.A.	11.6
Professional and Technical Workers	990	N.A.	4.0
Photographers, Portrait and Commercial	220	5.4	1.0
Accountants and Auditors	220	22.6	0.9
Embalmers	350	5.0	1.5
Musicians, Instrumental	30	18.8	0.1
Other Professional Workers	160	N.A.	0.7
Other Technicians	10	N.A.	0.1
Service Workers	7,450	N.A.	32.1
Maids	230	12.2	1.0
Janitors, Porters, and Cleaners	320	21.6	1.4
Barbers	720	8.7	3.2
Cosmetologists and Hairstylists	4,640	1.8	20.3
Funeral Attendants	520	5.1	2.3
Shampooers	50	32.3	0.2
Mortuary Beauticians	60	19.0	0.3
Other Service Workers	910	N.A.	3.9
Maintenance and Production Workers	7,890	N.A.	34.0
Supervisors	200	18.3	0.9
Mechanics and Repairers	220	N.A.	0.9
Automotive Mechanics	80	16.6	0.3
Laundry Machine Mechanics	140	16.8	0.6
Darkroom Workers	140	N.A.	0.6
Print Developers, Machine	30	26.0	0.1
Photo Checkers and Assemblers	40	33.5	0.2
Other Darkroom Workers	70	N.A.	0.3
Markers, Classifiers, and Wetters	350	11.5	1.5
Spotters, Dry Cleaning	130	20.7	0.6
Spotters, Washable Material	50	28.4	0.2
Washers, Machine and Starchers	390	11.0	1.7
Tumbler Operators	90	18.3	0.4
Dry Cleaning Machine Operators	390	11.5	1.7
Laundry Operators, Small Establishment	210	16.4	0.9
Hand Pressers	240	23.0	1.0
Machine Pressers	940	9.3	4.1
Laundry Pressers, Machine	1,420	7.3	6.2
Shoe Repairers	100	18.8	0.4
Delivery and Route Workers	970	9.0	4.2
Laundry Folders	490	14.0	2.1
Inspectors	200	12.6	0.9
Maintenance Repairers	70	24.7	0.3
Menders	320	11.2	1.4
Production Packagers	200	15.3	0.9
Alteration Tailors	330	17.3	1.5
Gardeners and Groundskeepers	100	11.0	0.5
Chauffeurs	80	15.7	0.3
Other Skilled Workers	10	N.A.	0.1
Other Semiskilled Workers	60	N.A.	0.2
Other Unskilled Workers	190	N.A.	0.8

PERSONAL SERVICES

(SIC 72)

JUNE, 1978
(Continued)

Occupation	Estimated Employment	Relative Error %	Percent Distribution
Clerical Workers	3,720	N.A.	16.0
Bookkeepers, Hand	60	13.1	0.3
Cashiers	260	30.3	1.1
Counter Clerks	1,500	7.4	6.5
General Office Clerks	610	9.4	2.7
Payroll and Timekeeping Clerks	110	17.8	0.5
Receptionists	330	9.3	1.4
Secretaries	160	11.3	0.7
Other Office Clerical Workers	300	N.A.	1.3
Production Clerks and Coordinators	70	26.4	0.3
Shipping Packers	180	18.4	0.8
Stock Clerks, Stockroom and Warehouse	130	31.0	0.6
Other Plant Clerical Workers	10	N.A.	0.1
Sales Workers	490	N.A.	2.1
Sales Representatives	350	15.2	1.5
Sales Clerks	140	60.1	0.6

BUSINESS SERVICES
(SIC 73)

This major group includes establishments primarily engaged in rendering services, not elsewhere classified, to business establishments on a fee or contract basis, such as advertising, mailing services; building maintenance services, employment services; management and consulting services; protective services; equipment rental and leasing (except finance leasing); commercial research, development and testing; photofinishing; and personnel supply services.

Although 85 percent of the establishments in this group have 19 or fewer employees, nearly one-half of the employment is in establishments with 100 or more employees. The following table shows the percent distribution of establishments and employment by establishment size in the business services group.

Establishment Size	Percent of Establishments	Percent of Employment
19 or fewer employees	85.3	24.0
20-49 employees	9.0	16.2
50-99 employees	3.0	12.3
100 or more employees	2.7	47.5

The following table lists the ten specific occupations that employed the most workers in the business services group in June of 1978. These occupations accounted for 53 percent of the group's employment.

Occupation	Estimated Industry Employment	Percent Distribution
Guards and Doorkeepers	4,340	9.9
Janitors, Porters, and Cleaners	4,200	9.6
Managers and Officers	3,800	8.7
Secretaries	2,050	4.7
Sales Representatives	1,930	4.4
Cleaners, Heavy	1,690	3.8
Electrical and Electronic Engineers	1,600	3.6
Office Machine Operators	1,390	3.2
Cleaners, Light	1,180	2.7
Typists	1,050	2.4

BUSINESS SERVICES

(SIC 73)

JUNE, 1978

Occupation	Estimated Employment	Relative Error %	Percent Distribution
Total Employment	44,010	N.A.	100.0
Managers and Officers	3,800	5.4	8.7
Professional and Technical Workers	6,460	N.A.	14.7
Engineers	1,860	N.A.	4.2
Electrical and Electronic Engineers	1,600	2.5	3.6
All Other Engineers	260	N.A.	0.6
Other Life Scientists	260	N.A.	0.6
Systems Analysts, Business	110	24.8	0.3
Systems Analysts, Scientific	70	28.6	0.2
Photographers	130	15.8	0.3
Purchasing Agents and/or Buyers	270	4.5	0.6
Accountants and Auditors	440	18.5	1.0
Media Buyers	60	13.5	0.1
Commercial Artists	280	9.6	0.6
Writers and/or Editors	190	12.7	0.4
Personnel and Labor Relations Specialists	150	3.5	0.3
Designers	50	20.4	0.1
Other Professional Workers	1,360	N.A.	3.1
Computer Programmers	270	26.1	0.6
Drafters	100	19.3	0.2
Other Engineering Technicians	290	N.A.	0.7
Other Technicians	570	N.A.	1.3
Service Workers	13,400	N.A.	30.5
Service Supervisors	190	30.1	0.4
Cleaners, Heavy	1,690	22.6	3.8
Cleaners, Light	1,180	27.2	2.7
Maids	600	33.9	1.4
Janitors, Porters, and Cleaners	4,200	N.A.	9.6
Guards and Doorkeepers	4,340	7.0	9.9
Other Service Workers	1,200	N.A.	2.7
Maintenance and Production Workers	6,120	N.A.	13.9
Supervisors	550	13.4	1.2
Mechanics and Repairers	300	N.A.	0.7
Developers and Projection Printers	270	15.6	0.6
Negative Cutters and Spotters	110	10.3	0.3
Multi-Photo Printer Operators	120	24.2	0.3
Photo Checkers and Assemblers	230	21.3	0.5
Other Darkroom Workers	200	N.A.	0.5
Billposters	50	17.4	0.1
Carpenters	70	30.8	0.2
Delivery and Route Workers	320	28.9	0.7
Exterminators	840	29.8	1.9
Maintenance Painters	50	21.8	0.1
Press Operators and Plate Printers	120	15.8	0.3
Sign Erectors	130	18.6	0.3
Termite Treaters	290	31.4	0.6
Other Skilled Workers	770	N.A.	1.8
Other Semiskilled Workers	860	N.A.	2.0
Other Unskilled Workers	840	N.A.	1.9

BUSINESS SERVICES

(SIC 73)

JUNE, 1978

(Continued)

Occupation	Estimated Employment	Relative Error %	Percent Distribution
Clerical Workers	12,090	N.A.	27.5
Clerical Supervisors	210	20.4	0.5
Office Machine Operators	1,390	N.A.	3.2
Computer Operators	340	15.6	0.8
Keypunch Operators	810	30.0	1.8
Other Office Machine Operators	240	N.A.	0.6
Stenographers	560	30.4	1.3
Accounting Clerks	470	31.1	1.1
Bookkeepers, Hand	380	20.0	0.9
Call-Out Operators	70	19.0	0.2
Collectors	220	10.7	0.5
Credit Reporters	360	12.3	0.8
Media Clerks and Estimators	20	19.8	0.1
File Clerks	760	20.4	1.7
Foreign Credit Reporters	20	24.9	0.1
In-File Operators	110	19.2	0.2
Payroll and Timekeeping Clerks	180	29.2	0.4
Receptionists	400	18.4	0.9
Secretaries	2,050	8.0	4.7
Switchboard Operators	430	34.2	1.0
Switchboard Operators and Receptionists	180	31.2	0.4
Typists	1,050	20.9	2.4
Other Office Clerical Workers	2,570	N.A.	5.8
Production Clerks and Coordinators	160	11.2	0.4
Shipping and Receiving Clerks	230	28.0	0.5
Stock Clerks, Stockroom	220	26.8	0.5
Other Plant Clerical Workers	50	N.A.	0.1
Sales Workers	2,140	N.A.	4.9
Sales Representatives	1,930	14.3	4.4

AUTOMOTIVE REPAIR, SERVICES, AND GARAGES
(SIC 75)

Establishments in this major group are primarily engaged in furnishing automotive rental and leasing, parking, repair, and washing services to the general public. Also included in this group are establishments which offer diagnostic, inspection and towing services as well as undercoating, tire retreading and painting.

Over 96 percent of the establishments in this group have 19 or fewer employees; over two-thirds of the employment is in this size class. The following table shows the percent distribution of establishments and employment by establishment size in the automotive repair, services and garages group.

Establishment Size	Percent of Establishments	Percent of Employment
19 or fewer employees	96.8	67.8
20-49 employees	2.5	14.2
50-99 employees	0.5	8.9
100 or more employees	0.2	9.1

The following table lists the ten specific occupations that employed the most workers in the automotive services group in May of 1978. These occupations accounted for nearly 98 percent of the groups's total employment.

Occupation	Estimated Industry Employment	Percent Distribution
Mechanics and Repairers	3,190	28.4
Automotive Mechanics	1,730	15.4
Managers and Officers	1,710	15.2
Automotive Body Repairers	870	7.7
Tire Fabricators and Repairers	870	7.7
Vehicle Cleaners	790	7.0
Diesel Mechanics	570	5.1
Truck Drivers	550	4.9
General Office Clerks	420	3.7
Automotive Painters	360	3.2

AUTOMOTIVE REPAIR, SERVICES, AND GARAGES

(SIC 75)

JUNE, 1978

Occupation	Estimated Employment	Relative Error %	Percent Distribution
Total Employment	11,230	N.A.	100.0
Managers and Officers	1,710	4.1	15.2
Professional and Technical Workers	140	N.A.	1.3
Accountants and Auditors	130	17.0	1.2
Other Professional Workers	10	N.A.	0.1
Service Workers	170	N.A.	1.5
Janitors, Porters, and Cleaners	120	16.1	1.1
Other Service Workers	50	N.A.	0.5
Maintenance and Production Workers	7,230	N.A.	64.7
Supervisors	250	11.7	2.2
Mechanics and Repairers	3,190	N.A.	28.4
Automotive Mechanics	1,730	9.3	15.4
Automotive Body Repairers	870	13.3	7.7
Diesel Mechanics	570	16.8	5.1
Other Mechanics and Repairers	20	88.8	0.1
Truck Drivers	550	19.6	4.9
Vehicle Cleaners	790	8.1	7.0
Trades Helpers	230	17.9	2.0
Automotive Painters	360	19.9	3.2
Parking Lot Attendants	70	12.8	0.6
Tire Fabricators and Repairers	870	16.0	7.8
Fuel Pump Attendants	310	22.1	2.8
Other Skilled Workers	240	N.A.	2.2
Other Semiskilled Workers	320	N.A.	2.9
Other Unskilled Workers	80	N.A.	0.7
Clerical Workers	1,680	N.A.	15.0
Accounting Clerks	110	17.9	1.0
Bookkeepers, Hand	300	9.9	2.7
Car Rental Clerks	310	23.6	2.7
Cashiers	280	6.7	2.5
General Office Clerks	420	10.2	3.7
Payroll and Timekeeping Clerks	30	25.3	0.2
Receptionists	30	27.2	0.2
Secretaries	160	13.9	1.5
Other Office Clerical Workers	20	N.A.	0.2
Other Plant Clerical Workers	20	N.A.	0.2
Sales Workers	300	N.A.	2.6

MISCELLANEOUS REPAIR SERVICES
(SIC 76)

Establishments in this group are engaged in miscellaneous repair services. The group includes establishments such as radio and television repair shops; refrigeration and air conditioning service and repair shops; electrical and electronic repair shops; watch, clock, and jewelry repair shops; reupholstery and furniture repair shops; welding repair shops; armature rewinding shops; and other repair shops not elsewhere classified.

Over 96 percent of the establishments in this group have 19 or fewer employees; over two-thirds of the employment is in this size class. The following table shows the percent distribution of establishments and employment by establishment size in the miscellaneous repair services group.

Establishment Size	Percent of Establishments	Percent of Employment
19 or fewer employees	96.8	69.7
20-49 employees	2.4	15.4
50-99 employees	0.6	8.7
100 or more employees	0.2	6.2

The following table lists the ten specific occupations that employed the most workers in the miscellaneous repair services group in May of 1978. These occupations accounted for nearly 60 percent of the group's total employment.

Occupation	Estimated Industry Employment	Percent Distribution
Managers and Officers	830	14.3
Welders and Flamecutters	480	8.2
Electric Motor Repairers	450	7.8
Electronic Technicians	420	7.2
Furniture Upholsterers	250	4.2
Sales Representatives	250	4.3
T.V., Radio, Servicers and Repairers	230	4.0
Maintenance Mechanics	210	3.6
Machinists	210	3.6
Secretaries	200	3.4

MISCELLANEOUS REPAIR SERVICES

(SIC 76)

JUNE, 1978

Occupation	Estimated Employment	Relative Error %	Percent Distribution
Total Employment	5,810	N.A.	100.0
Managers and Officers	830	3.4	14.3
Professional and Technical Workers	470	N.A.	8.1
Accountants and Auditors	40	16.8	0.7
Other Professional Workers	10	N.A.	0.2
Electronic Technicians	420	11.0	7.2
Service Workers	60	N.A.	1.0
Janitors, Porters, and Cleaners	50	17.4	0.8
Other Service Workers	10	N.A.	0.2
Maintenance and Production Workers	3,450	N.A.	60.0
Supervisors	60	14.8	1.0
Mechanics and Repairers	1,450	N.A.	24.9
Automotive Mechanics	150	22.7	2.6
Electric Motor Repairers	450	11.9	7.8
Locksmiths	40	34.0	0.7
Maintenance Mechanics	210	16.7	3.6
Refrigeration and Air Conditioning Mechanics	130	19.3	2.3
TV, Radio,Servicers and Repairers	230	17.5	4.0
Gas and Electric Appliance Repairers	110	20.5	1.8
Other Mechanics and Repairers	120	N.A.	2.2
Truck Drivers	60	17.2	0.9
Delivery and Route Workers	40	22.9	0.7
Electricians	110	23.2	1.9
Filers, Grinders and Buffers	120	23.3	2.0
Jewelers and Silversmiths	20	0.0	0.3
Machinists	210	15.6	3.6
Trades Helpers	170	15.8	2.9
Sewing Machine Operators, Reg. Non-Garment	110	13.7	1.9
Welders and Flamecutters	480	11.2	8.2
Furniture Finishers	50	26.0	0.8
Furniture Upholsterers	250	8.2	4.2
Other Skilled Workers	110	N.A.	1.9
Other Semiskilled Workers	200	N.A.	3.5
Other Unskilled Workers	20	N.A.	0.4
Clerical Workers	690	N.A.	11.9
Bookkeeping Machine Operators	10	30.2	0.2
Bookkeepers, Hand	170	7.4	3.0
General Office Clerks	180	9.6	3.1
Secretaries	200	6.9	3.4
Typists	40	15.8	0.7
Other Office Clerical Workers	10	N.A.	0.2
Shipping and Receiving Clerks	70	13.1	1.3
Other Plant Clerical Workers	10	N.A.	0.2
Sales Workers	310	N.A.	5.3
Sales Representatives	250	9.7	4.3
Sales Clerks	60	29.5	1.1

MOTION PICTURES
(SIC 78)

This major group includes establishments producing and distributing motion pictures, exhibiting motion pictures in commercially operated theaters, and furnishing services to the motion picture industry. The term "motion pictures" includes similar productions for television or other media using film, tape or other means.

Over three-fourths of the establishments in this group have 19 or fewer employees; these establishments also have a larger portion of the group's employment than any other size class. The following table shows the percent distribution of establishments and employment by establishment size in the motion pictures group.

Establishment Size	Percent of Establishments	Percent of Employment
19 or fewer employees	78.0	43.3
20-49 employees	18.6	39.1
50-99 employees	3.0	13.6
100 or more employees	0.4	4.0

The following table lists the five specific occupations in the motion picture group in which the most workers were employed in April of 1978. These occupations accounted for almost 75 percent of the group's employment.

Occupation	Estimated Industry Employment	Percent Distribution
Sales Clerks	470	16.1
Cashiers	470	16.0
Ushers and Lobby Attendants	450	15.3
Managers and Officers	420	14.3
Motion Picture Projectionists	390	13.1

MOTION PICTURES

(SIC 78)

APRIL, 1978

Occupation	Estimated Employment	Relative Error %	Percent Distribution
Total Employment	2,930	N.A.	100.0
Managers and Officers	420	N.A.	14.3
Professional and Technical Workers	20	N.A.	0.6
Service Workers	950	N.A.	32.3
Janitors, Porters, and Cleaners	270	8.1	9.2
Guards and Doorkeepers	60	34.6	2.0
Usher and Lobby Attendants	450	11.5	15.3
Other Service Workers	170	N.A.	5.7
Maintenance and Production Workers	430	N.A.	14.7
Inspectors	20	23.7	0.9
Motion Picture Projectionists	390	9.1	13.1
Other Semiskilled Workers	20	N.A.	0.7
Clerical Workers	630	N.A.	21.6
Cashiers	470	7.0	16.0
Film Bookers	30	14.7	1.2
General Office Clerks	40	26.9	1.3
Secretaries	30	26.5	1.0
Typists	20	33.1	0.5
Other Clerical Workers	50	N.A.	1.6
Sales Workers	480	N.A.	16.5
Sales Clerks	470	13.2	16.1

AMUSEMENT AND RECREATION SERVICES, EXCEPT MOTION PICTURES (SIC 79)

Establishments in this group are engaged in providing amusement or entertainment on payment of a fee or admission charge. Motion pictures are excluded from this group. Dance halls and schools, bands, entertainers, bowling alleys, billiard establishments, sports clubs, racing operations, golf courses, amusement parks, and coin-operated amusement devices are included in this group.

Although the employment in this group is not concentrated in one size class, over 87 percent of the establishments have 19 or fewer employees. The following table shows the percent distribution of establishment size in the amusement and recreation services group.

Establishment Size	Percent of Establishments	Percent of Employment
19 or fewer employees	87.6	37.3
20-49 employees	8.5	20.3
50-99 employees	2.7	15.9
100 or more employees	1.2	26.5

The following table lists the ten specific occupations that employed the most workers in the amusement and recreation services group in May of 1978. These occupations accounted for nearly 52 percent of the group's total employment.

Occupation	Estimated Industry Employment	Percent Distribution
Gardeners and Groundskeepers	1,120	10.1
Managers and Officers	860	7.7
Lifeguards	810	7.3
Waiters and Waitresses	710	6.4
Game, Ride Operators and Concession Works	640	5.8
Recreation Facility Attendants	360	3.2
Cashiers	360	3.3
Kitchen Helpers	320	2.9
Guards and Doorkeepers	300	2.7
Maintenance Repairers	280	2.5

AMUSEMENT AND RECREATION SERVICES, EXCEPT MOTION PICTURES

(SIC 79)

JUNE, 1978

Occupation	Estimated Employment	Relative Error %	Percent Distribution
Total Employment	11,080	N.A.	100.0
Managers and Officers	860	6.9	7.7
Professional and Technical Workers	1,080	N.A.	9.7
Accountants and Auditors	50	18.3	0.5
Dance Instructors	190	9.3	1.7
Instrumental Musicians	160	27.1	1.4
Public Relations Practitioners	50	16.5	0.5
Sports Instructors	270	12.4	2.4
Singers	50	33.6	0.5
Group Recreation Workers	70	27.2	0.7
Other Professional Workers	230	N.A.	2.1
Other Technical Workers	10	N.A.	0.1
Service Workers	5,080	N.A.	45.8
Service Supervisors	130	14.0	1.2
Maids	140	20.4	1.3
Janitors, Porters, and Cleaners	370	7.8	3.3
Guards and Doorkeepers	300	13.9	2.7
Bartenders	140	11.8	1.3
Food Service Workers	1,670	N.A.	15.1
Dining Room Attendants	240	19.0	2.2
Hosts and Hostesses, Restaurant	40	17.1	0.3
Kitchen Helpers	320	10.6	2.9
Waiters and Waitresses	710	11.5	6.4
Counter Attendants, Lunchroom	100	33.6	0.9
Short Order Cooks	260	14.3	2.3
Child Care Attendants	70	14.2	0.6
Recreation Facility Attendants	360	15.3	3.2
Game, Ride Operators, Concession Workers	640	28.9	5.8
Lifeguards	810	16.7	7.3
Checkroom and Lockerroom Attendants	110	19.1	1.0
Other Service Workers	340	N.A.	3.1
Maintenance and Production Workers	2,440	N.A.	22.0
Mechanics and Repairers	760	N.A.	6.9
Maintenance Mechanics	120	31.6	1.1
Automatic Pinsetter Mechanics	90	7.9	0.8
Maintenance Repairers	280	15.1	2.5
Other Mechanics and Repairers	270	N.A.	2.5
Parking Lot Attendants	110	12.2	1.0
Pin Chasers	120	10.2	1.1
Gardeners and Groundskeepers	1,120	9.3	10.1
Other Skilled Workers	120	N.A.	1.1
Other Semiskilled Workers	180	N.A.	1.6
Other Unskilled Workers	30	N.A.	0.2

AMUSEMENT AND RECREATION SERVICES, EXCEPT MOTION PICTURES

(SIC 79)

JUNE, 1978
(Continued)

Occupation	Estimated Employment	Relative Error %	Percent Distribution
Clerical Workers	1,230	N.A.	11.1
Clerical Supervisors	50	30.8	0.4
Accounting Clerks	90	15.5	0.8
Bookkeepers, Hand	110	15.3	1.0
Cashiers	360	12.2	3.3
Desk Clerks	260	9.0	2.3
General Office Clerks	120	14.0	1.1
Payroll and Timekeeping Clerks	30	27.6	0.3
Receptionists	30	25.2	0.3
Secretaries	120	12.6	1.0
Switchboard Operators/Receptionists	40	23.5	0.4
Other Office Clerical Workers	10	N.A.	0.1
Other Plant Clerical Workers	10	N.A.	0.1
Sales Workers	390	N.A.	3.5
Sales Clerks	210	19.4	1.9
Other Sales Workers	180	N.A.	1.6

HEALTH SERVICES
(SIC 80)

This group includes establishments primarily engaged in furnishing medical, surgical, and other health services to persons. Associations or groups primarily engaged in providing medical or other health services to members are included in this group. Establishments which limit their services to the provision of insurance against hospitalization or medical costs are not included in this group. Hospitals are also excluded.

Over 92 percent of the establishments in this group have 19 or fewer employees; these establishments also have a larger portion of the group's employment than any other size class. The following table shows the percent distribution of establishments and employment by establishment size in the health services group.

Establishment Size	Percent of Establishments	Percent of Employment
19 or fewer employees	92.2	49.0
20-49 employees	5.0	12.8
50-99 employees	1.6	14.7
100 or more employees	1.2	23.5

The following table shows the ten specific occupations in this group in which the most workers were employed in May, 1978. These occupations represented 65.7 percent of the group's total employment.

Occupation	Estimated Industry Employment	Percent Distribution
Nurse Aides and Orderlies	8,170	19.2
Professional Nurses	3,170	7.5
Physicians and Surgeons	2,660	6.2
Licensed Practical Nurses	2,450	5.8
Receptionists	2,370	5.6
Dental Assistants	2,290	5.4
Managers and Officers	2,020	4.7
Secretaries	1,920	4.5
Maids	1,540	3.6
Medical Assistants	1,340	3.2

HEALTH SERVICES

(SIC 80)

MAY, 1978

Occupation	Estimated Employment	Relative Error %	Percent Distribution
Total Employment	42,480	N.A.	100.0
Managers and Officers	2,020	N.A.	4.7
Professional and Technical Workers	15,970	N.A.	37.6
Accountants and Auditors	130	18.5	0.3
Case Workers	230	18.1	0.5
Dentists	810	5.4	1.9
Dietitians and Nutritionists	130	9.4	0.3
Professional Nurses	3,170	5.3	7.5
Occupational Therapists	40	21.5	0.1
Optometrists	170	15.2	0.4
Physical Therapists	210	13.9	0.5
Physicians and Surgeons	2,660	5.0	6.2
Speech Pathologists and Audiologists	60	23.1	0.1
Other Professional Workers	490	N.A.	1.2
Dental Assistants	2,290	3.4	5.4
Licensed Practical Nurses	2,450	5.1	5.8
Physician's Assistants	370	19.0	0.9
Radiologic Technologists	300	18.3	0.7
Dental Hygenists	1,130	4.6	2.6
Medical Laboratory Technologists	320	13.6	0.8
Cytotechnologists	50	17.2	0.1
Medical Laboratory Technicians	520	11.3	1.2
EKG Technicians	20	34.6	0.1
Dietetic Technicians	90	12.6	0.2
Physical Therapy Assistants	260	26.2	0.6
Other Technicians	70	N.A.	0.2
Service Workers	14,480	N.A.	34.1
Janitors, Porters, and Cleaners	2,220	N.A.	5.2
Maids	1,540	6.0	3.6
Other Janitors, Porters, and Cleaners	680	N.A.	1.6
Kitchen Helpers	1,330	7.7	3.1
Waiters and Waitresses	210	28.1	0.5
Cooks, Institution	740	8.4	1.7
Housekeepers	280	13.7	0.7
Nurse Aides and Orderlies	8,170	2.1	19.2
Social Service Aides	70	31.7	0.2
Medical Assistants	1,340	8.6	3.2
Other Service Workers	120	N.A.	0.3
Maintenance and Production Workers	1,690	N.A.	4.0
Washers, Machine and Starchers	240	10.3	0.6
Laundry Pressers, Machine	100	21.5	0.2
Delivery and Route Workers	180	20.2	0.4
Maintenance Repairers, General Utility	290	8.0	0.7
Dental Laboratory Technologists	590	12.3	1.4
Dispensing Opticians and Optical Mechanics	150	20.6	0.3
Gardeners and Groundskeepers	110	24.5	0.3
Other Skilled Workers	30	N.A.	0.1

HEALTH SERVICES

(SIC 80)

MAY, 1978
(Continued)

Occupation	Estimated Employment	Relative Error %	Percent Distribution
Clerical Workers	8,290	N.A.	19.5
Clerical Supervisors	170	14.5	0.4
Bookkeepers and Billing Machine Operators	150	18.1	0.3
Stenographers	30	25.0	0.1
Accounting Clerks	140	19.6	0.3
Bookkeepers, Hand	550	8.5	1.3
Cashiers	200	18.3	0.5
File Clerks	310	11.7	0.7
General Office Clerks	790	8.8	1.9
Medical Insurance Clerks	970	6.7	2.3
Receptionists	2,370	4.1	5.6
Secretaries	1,920	5.7	4.5
Switchboard Operators	80	24.2	0.2
Switchboard Operators/Receptionists	250	13.6	0.6
Typists	290	13.2	0.7
Other Clerical Workers	70	N.A.	0.2
Sales Workers	30	N.A.	0.1

LEGAL SERVICES
(SIC 81)

This major group includes establishments engaged in offering legal advice or legal services. The head or heads of these establishments are members of the bar.

Most of the establishments in this group have only a small number of employees; 98 percent of the establishments have 19 or fewer employees. Over 80 percent of the employment is in establishments in the same size class. The following table shows the percent distribution of establishments and employment by establishment size in the legal services group.

Establishment Size	Percent of Establishments	Percent of Employment
19 or fewer employees	98.0	83.0
20-49 employees	1.7	12.6
50-99 employees	0.2	2.8
100 or more employees	0.1	1.6

The following table lists the five specific occupations that employed the most workers in the legal services group in May of 1978. These occupations accounted for nearly 83 percent of the group's total employment.

Occupation	Estimated Industry Employment	Percent Distribution
Secretaries	2,840	44.1
Lawyers	1,490	23.2
Paralegal Personnel	420	6.6
Managers and Officers	390	6.1
Law Clerks	210	3.2

LEGAL SERVICES

(SIC 81)

JUNE, 1978

Occupation	Estimated Employment	Relative Error %	Percent Distribution
Total Employment	6,420	N.A.	100.0
Managers and Officers	390	N.A.	6.1
Professional and Technical Workers	2,140	N.A.	33.3
Accountants and Auditors	20	29.8	0.4
Law Clerks	210	11.1	3.2
Lawyers	1,490	4.5	23.2
Paralegal Personnel	420	7.8	6.6
Service Workers	150	N.A.	2.3
Janitors, Porters, and Cleaners	150	13.7	2.4
Clerical Workers	3,740	N.A.	58.3
Bookkeeping and Billing Machine Operators	30	20.7	0.5
Stenographers	120	22.9	1.9
Accounting Clerks	60	18.3	0.9
Bookkeepers, Hand	120	13.1	1.8
File Clerks	30	23.9	0.5
General Office Clerks	90	17.3	1.3
Receptionists	160	12.0	2.4
Secretaries	2,840	2.4	44.1
Switchboard Operators/Receptionists	160	10.5	2.5
Messengers	20	22.2	0.3
Typists	70	19.1	1.1
Other Office Clerical Workers	40	N.A.	0.6

SOCIAL SERVICES
(SIC 83)

Establishments in this group are engaged in providing individual and family social, counseling, welfare, or referral services, including refugee, disaster and temporary relief services; care of infants and children/or in providing prekindergarten education; residential social and personal care for children, the aged and special categories of persons with some limits on ability for self-care. Also included are establishments providing manpower training and vocational rehabilitation and habilitation services for the unemployed, the underemployed, the handicapped, and to persons who have a job market disadvantage. Establishments which are engaged in community improvement, social change and neighborhood development are included also.

Although the employment in this group is not concentrated in one size class, nearly 85 percent of the establishments have 19 or fewer employees. The following table shows the percent distribution of establishments and employment by establishment size in the social services group.

Establishment Size	Percent of Establishments	Percent of Employment
19 or fewer employees	84.8	29.2
20-49 employees	8.0	15.0
50-99 employees	4.0	17.3
100 or more employees	3.2	38.5

The following table lists the ten specific occupations in the Social Services group which employed the most workers in May of 1978. These occupations accounted for nearly 52 percent of the group's total employment.

Occupation	Estimated Industry Employment	Percent Distribution
Child Care Workers	3,430	17.0
Managers and Officers	1,750	8.7
Teachers, Preschool and/or Kindergarten	1,040	5.1
Nurse Aides and Orderlies	1,030	5.1
Social Service Aides	730	3.6
Secretaries	630	3.1
Case Workers	570	2.8
Institutional Cooks	560	2.8
Vocational and/or Education Counselors	380	1.9
Professional Nurses	360	1.8

SOCIAL SERVICES

(SIC 83)

MAY, 1978

Occupation	Estimated Employment	Relative Error %	Percent Distribution
Total Employment	20,300	N.A.	100.0
Managers and Officers	1,750	N.A.	8.7
Professional and Technical Workers	4,030	N.A.	19.8
Teachers, Preschool and Kindergarten	1,040	10.0	5.1
Vocational and Educational Counselors	380	32.3	1.9
Accountants and Auditors	80	28.0	0.4
Caseworkers	570	26.5	2.8
Dietitians and Nutritionists	80	18.4	0.4
Professional Nurses	360	28.1	1.8
Community Organization Workers	330	35.0	1.6
Other Professional Workers	740	N.A.	3.6
Licensed Practical Nurses	200	15.6	1.0
Other Technicians	250	N.A.	1.2
Service Workers	8,280	N.A.	40.8
Janitors, Porters, and Cleaners	60	N.A.	3.0
Maids	70	21.4	0.4
House Cleaners	170	19.1	0.8
Other Janitors, Porters, and Cleaners	360	N.A.	1.8
Guards and Doorkeepers	20	27.0	0.1
Dining Room Attendants	70	23.6	0.3
Kitchen Helpers	110	18.6	0.6
Waiters and Waitresses	30	5.1	0.1
Institutional Cooks	560	7.3	2.8
Child Care Attendants	280	24.5	1.4
Nurse Aides and Orderlies	1,030	9.8	5.1
Child Care Workers	3,430	5.2	17.0
Social Service Aides	730	23.7	3.6
Other Service Workers	1,420	N.A.	7.0
Maintenance and Production Workers	2,530	N.A.	12.5
Machine Washers and Starchers	30	21.1	0.2
Bus Drivers	90	32.7	0.4
Carpenters	100	31.4	0.5
Maintenance Repairers	140	25.8	0.7
Other Skilled Workers	330	N.A.	1.6
Other Semiskilled Workers	1,050	N.A.	5.2
Other Unskilled Workers	790	N.A.	3.9
Clerical Workers	3,650	N.A.	18.0
Bookkeeping and Billing Machine Operators	60	26.7	0.3
Accounting Clerks	90	24.4	0.4
Bookkeepers, Hand	170	13.3	0.8
General Office Clerks	350	15.4	1.7
Receptionists	80	19.7	0.4
Secretaries	630	12.4	3.1
Switchboard Operators/Receptionists	40	33.8	0.2
Typists	90	28.6	0.5
Other Office Clerical Workers	2,140	N.A.	10.5
Sales Workers	60	N.A.	0.3

MEMBERSHIP ORGANIZATIONS EXCLUDING RELIGIOUS ORGANIZATIONS (SIC 86 EXCLUDING 866)

This group includes organizations operating on a membership basis for the promotion of the interests of the members. Included in this group are such as business associations; professional membership organizations; labor unions and similar labor organizations; and civic, social, and fraternal associations. Also included are membership organizations, not elsewhere classified, such as farm bureaus and humane societies.

Most of the establishments in this group have only a small number of employees. Over 90 percent of the establishments have 19 or fewer employees; while nearly one-half of the employment is in the same size class. The following table shows the percent distribution of establishments and employment by establishment size in the membership organizations group.

Establishment Size	Percent of Establishments	Percent of Employment
19 or fewer employees	92.9	47.6
20-49 employees	4.7	18.7
50-99 employees	1.3	10.7
100 or more employees	1.1	23.0

The following table lists the ten specific occupations of this group which engaged the most workers in April, 1978. The following occupations accounted for 58.4 percent of the total employment.

Occupation	Estimated Industry Employment	Percent Distribution
Managers and Officers	1,660	22.7
Group Recreation Workers	840	11.4
Secretaries	570	7.7
General Office Clerks	290	3.9
Vocational Education Teachers	190	2.6
Bookkeepers, Hand	180	2.4
Waiters and Waitresses	160	2.2
Child Care Workers	150	2.0
Bartenders	130	1.8
Receptionists	130	1.7

MEMBERSHIP ORGANIZATIONS

(SIC 86 Excluding 866)

APRIL, 1978

Occupation	Estimated Employment	Relative Error %	Percent Distribution
Total Employment	7,320	N.A.	100.0
Managers and Officers	1,660	N.A.	22.7
Professional and Technical	1,660	N.A.	22.7
Vocational Education Teachers	190	20.3	2.6
Accountants and Auditors	50	19.8	0.6
Camp Directors	30	26.7	0.4
Caseworkers	120	32.6	1.6
Writers and Editors	40	23.6	0.6
Professional Nurses	20	23.6	0.2
Public Relations Practitioners	20	16.1	0.3
Community Organization Workers	70	29.5	1.0
Group Recreation Workers	840	10.1	11.4
Other Professional Workers	250	N.A.	3.4
Other Technical Workers	30	N.A.	0.3
Service Workers	1,600	N.A.	21.9
Service Supervisors	30	12.3	0.4
Janitors, Porters, and Cleaners	340	N.A.	4.6
Maids	70	15.1	0.9
Other Janitors, Porters, and Cleaners	270	9.2	3.7
Guards and Doorkeepers	40	21.9	0.5
Bartenders	130	22.9	1.8
Dining Room Attendants	60	24.6	0.8
Kitchen Helpers	70	20.1	1.0
Waiters and Waitresses	160	20.5	2.2
Short Order Cooks	40	27.0	0.5
Restaurant Cooks	50	29.4	0.6
Institutional Cooks	80	9.2	1.1
Recreation Facility Attendants	100	13.3	1.4
Child Care Workers	150	13.8	2.0
Social Service Aides	90	19.1	1.3
Other Service Workers	260	N.A.	3.6
Maintenance and Production Workers	640	N.A.	8.7
Maintenance Repairers	110	13.2	1.5
Other Skilled Workers	50	N.A.	0.7
Other Semiskilled Workers	310	N.A.	4.2
Other Unskilled Workers	170	N.A.	2.3
Clerical Workers	1,610	N.A.	22.0
Stenographers	30	25.2	0.4
Accounting Clerks	60	17.3	0.9
Bookkeepers, Hand	180	8.9	2.4
File Clerks	30	25.3	0.5
General Office Clerks	290	10.4	3.9
Payroll and Timekeeping Clerks	20	11.8	0.2
Receptionists	130	10.3	1.7
Secretaries	570	5.9	7.7
Switchboard Operators/Receptionists	90	8.9	1.3
Typists	110	11.5	1.5
Other Clerical Workers	100	N.A.	1.4
Sales Workers	150	N.A.	2.0

MISCELLANEOUS SERVICES
(SIC 89)

This major group includes establishments engaged in performing services, not elsewhere classified, such as those rendered by engineers, architects, surveyors, scientists, accountants, auditors, bookkeepers, authors, lecturers, radio commentators, weather forecasters, writers and artists. This group also includes noncommercial establishments primarily engaged in educational, scientific, and research activities.

Although the employment in this group is not concentrated in one size class, over 93 percent of the establishments have 19 or fewer employees. The following table shows the percent distribution of establishments and employment by establishment size in the miscellaneous services group.

Establishment Size	Percent of Establishments	Percent of Employment
19 or fewer employees	93.1	41.7
20-49 employees	4.5	15.3
50-99 employees	1.4	10.5
100 or more employees	1.0	32.5

The following table lists the ten specific occupations in the miscellaneous services group which employed the most workers in June of 1978. These occupations accounted for slightly more than 60 percent of the group's employment.

Occupation	Estimated Industry Employment	Percent Distribution
Accountants and Auditors	2,330	15.0
Managers and Officers	1,610	10.4
Drafters	1,200	7.7
Secretaries	990	6.4
Surveyor Helpers	980	6.3
Surveyors	550	3.5
Civil Engineers	440	2.8
Mechanical Engineers	430	2.8
General Office Clerks	430	2.8
Bookkeepers, Hand	390	2.5

MISCELLANEOUS SERVICES

(SIC 89)

JUNE, 1978

Occupation	Estimated Employment	Relative Error %	Percent Distribution
Total Employment	15,520	N.A.	100.0
Managers and Officers	1,610	N.A.	10.4
Professional and Technical Workers	8,220	N.A.	53.5
Engineers	1,290	N.A.	8.3
Chemical Engineers	50	26.6	0.3
Civil Engineers	440	9.5	2.8
Electrical and Electronics Engineers	290	25.7	1.8
Mechanical Engineers	430	17.0	2.8
Other Engineers	90	N.A.	0.6
Mathematical Scientists	200	N.A.	1.3
Physical Scientists	230	N.A.	1.5
Life Scientists	70	N.A.	0.5
Social Scientists	230	N.A.	1.5
EDP Systems Analysts	220	N.A.	1.4
Business Systems Analysts	110	31.6	0.7
Other Systems Analysts	110	N.A.	0.7
Purchasing Agents and/or Buyers	50	20.6	0.3
Accountants and Auditors	2,330	9.2	15.0
Architects	280	18.7	1.8
Engineering Cost Estimators	60	14.2	0.4
Designers	50	32.5	0.3
Tax Preparers	320	16.2	2.1
Other Professional Workers	210	N.A.	1.4
Computer Programmers	200	N.A.	1.3
Business Computer Programmers	100	19.0	0.6
Other Computer Programmers	100	N.A.	0.7
Drafters	1,200	6.3	7.7
Electrical and Electronic Technicians	70	26.5	0.4
Surveyors	550	10.9	3.5
Engineering Technicians	460	N.A.	3.0
Civil Engineering Technicians	360	16.5	2.3
Other Engineering Technicians	100	N.A.	0.7
Other Technicians	130	N.A.	0.9
Service Workers	300	N.A.	1.9
Janitors, Porters, and Cleaners	110	20.8	0.7
Other Service Workers	190	N.A.	1.2
Maintenance and Production Workers	1,180	N.A.	7.6
Mechanics and Repairers	30	N.A.	0.2
Blueprinting Machine Operators	20	21.7	0.2
Surveyor Helpers	980	11.2	6.3
Other Skilled Workers	50	N.A.	0.3
Other Semiskilled Workers	50	N.A.	0.3
Other Unskilled Workers	40	N.A.	0.2

MISCELLANEOUS SERVICES

(SIC 89)

JUNE, 1978
(Continued)

Occupation	Estimated Employment	Relative Error %	Percent Distribution
Clerical Workers	4,120	N.A.	26.6
Clerical Supervisors	40	20.2	0.2
Office Machine Operators	620	N.A.	4.0
Computer Operators	170	18.2	1.1
Keypunch Operators	340	32.5	2.2
Other Office Machine Operators	120	N.A.	0.8
Stenographers	80	24.1	0.5
Accounting Clerks	240	20.0	1.6
Bookkeepers, Hand	290	14.3	2.5
File Clerks	20	29.2	0.1
General Office Clerks	430	15.2	2.8
Receptionists	110	19.5	0.7
Secretaries	990	5.8	6.4
Switchboard Operators/Receptionists	90	17.9	0.6
Messengers	20	32.0	0.1
Typists	370	11.3	2.4
Clerical Proofreaders	30	30.2	0.2
Other Office Clerical Workers	600	N.A.	3.8
Other Plant Clerical Workers	20	N.A.	0.1
Sales Workers	90	N.A.	0.6